

Diana Cook

e-mail: dmcook@BGNet.bgsu.edu

Current Address:

233 Kohl Hall
Bowling Green State University
Bowling Green, OH 43403-0476
(419) 372-4157

Permanent Address:

5752 Bavaria Avenue
Parma, OH 44129-2836
(440) 843-8595

Objective:

To obtain a co-op experience in which to broaden my web design skills and apply knowledge learned in coursework and work experience.

Education:

Bowling Green State University, Bowling Green, OH
Degree: Bachelor of Science in Technology
Major: Visual Communication Technology
Expected date of graduation: December 2000

Related Course Work:

Introduction to Technology Systems • Design and Engineering Graphics
Introduction to Print Media • Introduction to Technology
Visual Communication Technology • Two-dimensional Art Foundations

Work Experience:

5/98 - present

Database Management

Residential Computing Connection, BGSU, Bowling Green, OH

- Create graphics, databases, and Web-based database interfaces
- Contribute creative input regarding the nature of the Web-based database interface, database structure, and employee needs

8/98 - present

Lab Coordinator, Kohl Residence Hall

1/98 - 5/98

Residential Computing Connection, BGSU, Bowling Green, OH

- Coordinate with members of Kohl Lab Team
- Communicate with clients and Hall Staff regarding client needs
- Create, distribute, and maintain lab information materials

4/98 - present

Webmaster (volunteer basis)

The Bluecoats Drum and Bugle Corps, Canton, OH

- Maintain and update website for drumcorps
- Handle corps e-mail and forward to appropriate personnel

4/96 - present

Webmaster (volunteer basis)

Northern Aurora Drum and Bugle Corps, Saginaw, MI

- Design, organize, and maintain website for drumcorps
- Update online e-mail listing of alumni

4/97 - 12/97

Lab Consultant, Kohl Residence Hall

Residential Computing Connection, BGSU, Bowling Green, OH

- Assisted and educated clients regarding computer usage and lab policies
- Performed basic maintenance hardware and software duties
- Developed team building skills as a member of the Kohl Lab Team
- Represented Kohl Lab Team at Kohl Hall Council

3/97 - 5/97

Web Designer

Night Watchmen Senior Drum and Bugle Corps, Hudsonville, MI

- Designed and developed website for newly founded drumcorps
- Created temporary logo for organization

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Work Experience cont.

5/96 - 12/97

Clerical Office Assistant, Quality Control Department

Interstate Diesel - McBee Supply, Cleveland, OH

- Organized and catalogued OEM department
- Updated OEM and customer database
- Filed and organized inspector's blueprints and paperwork
- Learned and utilized basic inspection techniques

5/93 - 1/96

Respite Child Care Provider

Medina County Board of MRDD, Medina, OH

- Provided daycare for high-functioning autistic child

Activities:

8/98 - present

1/97 - present

8/97 - 5/98

1/97 - 5/98

1/97 - 9/97

WFAL 680AM, BGSU

- Music Department
- Traffic Department
- Assistant Director of Advanced Media
- Advanced Media Department
- Disc Jockey

4/98 - present

11/96 - 8/97

Bluecoats Drum and Bugle Corps, Canton, OH

- Webmaster and E-mail handler
- Member

5/96 - present

The HTML Writers Guild

- Member

4/96 - present

2/95 - 11/96

The Northern Aurora Drum and Bugle Corps, Saginaw, MI

- Webmaster
- awarded August 1998 "Performance Arts Pod - Best of Pod"
- Member