

BETSY LEWIS

2433 Parker Rd.
Palmyra, NY 14522

(315) 597-3896
Email:
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Objective

- To be an active, supporting participant and contributor to an organization's success while using my abilities, experience, and education to help realize that organization's goals. To enjoy a mutually satisfying and respectful work relationship in a happy, interesting, and fast-paced environment.

Career Summary

One and a half years working in a high school counseling office. More than 12 years professional writing experience, including technical, business and promotional, training documents, Web content, press releases, and articles. Local government employee for 4 years, meeting and greeting the public, assisting them with their government-related business, and successfully applying for and receiving over \$80,000 in grant money for records management. Business owner for over 12 years. Approximately 18 months providing computer training to businesses and individuals, including scheduling classes. 24 years computer experience using mainframes, AS/400s, PCs, and the Internet and Intranets. Approximately 6 years experience with computer and data security.

Professional Experience

Palmyra-Macedon High School, June 2008-Present

Secretary, Counseling Office. Student interaction. Direction from three school counselors and staff. Appointment scheduling, filing, miscellaneous reporting, phones, student-related and office tasks.

Writer, 1995-Present

Freelance writer. Blogger. Article and miscellaneous content on Web site, *Associated Content*. Weekly newspaper writing: coverage included government meetings of one village, one town and one county supervisor meeting each month; police reports from area towns and two state police barracks for the local newspaper; feature and news writing. Performed editor responsibilities, as needed, including producing a weekly newspaper and supervising one employee.

Technical, business, and promotional writing including: software user manuals, user guides, brochures, press releases, newsletters, Web site design and Web content development, magazine articles, and a newspaper column. Most projects required complete management from conception through completion, printer coordination, and management of sub-contractors. Employee supervision.

Work completed for: Xerox Corporation, Eastman Kodak, ITT Industries, Schlegel Corporation, Wayne County Tourism, Town and Village of Palmyra, NY, and numerous smaller businesses. Articles written for *Rochester Magazine*, *Courier-Journal*, *Quilt Crafts*, and *Life in the Finger Lakes Magazine*. Co-authored quilt pattern booklet, *A Century of Sunbonnets*. Self-published books, *All Seventh Graders Smell*, and *Splitting the Earth*.

Jrlon, Inc., 2007 (January-November)

Clerk. Filing, order entry, general office tasks.

Town of Palmyra, 2002-2006

Deputy Town Clerk. Major responsibilities included: Constant interaction with customers, genealogy research and providing vital records to people; management of all town files; wrote correspondence, issued all kinds of licenses and permits; oversaw work of others; ordered supplies, voucher and invoice processing; bid openings; reports, budgets and phone work.

Wrote Local Government Records Management Improvement Fund grant applications for records management and managed all grant-related projects, including, budgeting,

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distribution of funds, ordering products and equipment, managing construction projects and contractors; five grants were awarded over three years for a total of over \$80,000. Also managed a project as a result of an earlier grant award of \$13,586 which included interior building remodeling and construction.

Mobil Chemical Company 1981-1995

Data Processing and Security Administrator and Analyst positions including computer and data security, project management, training of security administrators, maintenance and responsibility for over 8000 user id's and associated data security across mainframe and AS/400 platforms.

1978-1981 Information Assistant, Mobil Chemical Technical Center Library.

1977-1978 Credit Clerk.

Computer Knowledge

Operating systems: Windows; familiar with mainframe and AS/400 platforms and applications such as ACF2, ADC2, and JCL, Internet, Intranets, and ftp. Some working knowledge of Macintosh OS.

Software: Infinite Campus, Schoolmaster, Microsoft Office, Outlook, Microsoft Publisher, Microsoft FrontPage, Adobe Acrobat, working knowledge of graphics software, some HTML software, Visio, TownClerk Plus.

Achievements

Poetry published in *Beyond the Four Corners*, *Northern Stars Magazine*, *HazMat Review*, *Town Life*, *The Angle*, and *Ship of Fools*.

Awarded a Paul Harris Fellow by the Palmyra-Macedon Rotary Club, June 2000.

Five Local Government Records Management Improvement Fund grants awarded in three years, totaling over \$80,000.

Awards for photography.

Education

Empire State College, B.A., Cultural Studies with concentrations in Writing and Literature.

Finger Lakes Community College, Secretarial Science Certificate, Canandaigua, NY.

16 archives and records-related workshops and conferences.

Memberships, Etc.

Former Chairman, Canaltown Days Art Show

Susan B. Anthony House

Historian, Western Presbyterian Church

Historic Palmyra Incorporated