

# Leeanne Schroer-Motz

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**Project Manager**  
**Instructional Designer**  
**Multimedia Producer**  
**Web Developer**  
**Copy Writer, Editor**

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**Master's Degree in**  
**Technical Communication**

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**Member, The Association**  
**For Women in**  
**Communications**  
• **Web Team**  
**Member, Society for**  
**Technical Communication**

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**A creative thinker**  
**and tenacious achiever.**

**Natural leader who**  
**always accomplishes**  
**goals.**

**Eager learner who**  
**contributes quickly.**

**Comfortable as both**  
**a team leader or**  
**a team player.**

**Proactive personality.**

## **Technological Expertise**

- \* Proficient in both Macintosh and PC environments.
- \* Experienced user of Authorware, Director, Dreamweaver, Extreme 3D, Fireworks, Flash, FrontPage, GIF Builder, Illustrator, ImageReady, Photoshop, PowerPoint, Premiere, Publisher, QuarkXPress, Sound Edit 16, and Word.
- \* Knowledgeable in the use of After Effects, Access, Acrobat, DeBabilizer, Excel, FreeHand, Lotus, Peachtree, and many other creative, bookkeeping, and clerical software programs.
- \* Working knowledge in BASIC, COBOL, HTML and QBASIC programming languages.

## **Education**

MS, **Technical Communications**, Metropolitan State University, 2005  
BA, **Communications Management** with Marketing and Advertising focus,  
Metropolitan State University, 2004  
AAS, **Multimedia and Web Design**, Dakota County Technical College, 2002

- Manager, Web Design Team, Phi Theta Kappa International Honor Society

## **Work History**

<b>Fredrickson Communications</b> , Minneapolis, MN	10/04 –
Web Consultant. Involved in the coding, editing, writing, and usability testing of e-learning programs (instructional design) within a team environment.	
<b>CommonBond Communities</b> , St. Paul, MN	06/03 – 09/03
Web Instructor/Employment Supervisor. Created web tutorial and taught web design and employment skills to at-risk youth.	
<b>Department of Veterans Affairs</b> , Minneapolis, MN	06/02 - 09/02
Multimedia Specialist. Created and published nationally distributed interactive CD-ROM, marketing video, and marketing brochure which created savings to the VA of over \$50,000.	
<b>Phoenix Website Systems</b> , Apple Valley, MN	05/02 -
Principal. Web development, desktop publishing, marketing/advertising.	
<b>Dakota County Technical College</b> , Rosemount, MN	05/01 - 05/02
Project Manager. Provided consultation among students, faculty, and staff. Developed and supervised departmental leaders. Provided all grant communications. Created the Student Life website.	
<b>Dakota County Workforce Services</b> , West St. Paul, MN	02/99 - 04/00
Administrative Assistant to the Director. Assisted with the implementation of statewide Workforce Council activities. High government visibility. Member, Dakota County Web Development Team.	
<b>Dakota County License Center</b> , Burnsville, MN	06/98 - 02/99
Information Services. High level of customer service.	
<b>Dick Motz Plumbing</b> , Apple Valley, MN	01/89 - 06/97
Co-owner. Project Manager. Created and managed \$100,000+/yr. business.	
<b>Entertainment Themes, Inc.</b> , West St. Paul, MN	07/94 -
Show Manager. Casino Sales Executive. Blackjack and Craps Dealer.	
<b>Homemaker</b> , Apple Valley, MN	10/82 -
Girl Scout & Cub Scout Leader. Religion Teacher. Unpublished novelist.	