

Robin Elaine Taylor
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Summary: A versatile and creative web designer/developer, photographer, and writer with nine years' hands-on technical experience in the government, private, and nonprofit sectors.

- **Web design and development:** Seven years developing expert skills with HTML/XHTML, CSS, PDF, website management, and various web-based content management systems (CMS), and familiarity with XML, Javascript, PHP, MySQL, and web server administration.
 - **Project management:** Five years managing multiple, simultaneous web and print projects.
 - **Photography and digital imaging:** Six years of experience with traditional photography and darkroom processes, digital photography, digital image processing, vector and bitmap graphics.
 - **Publishing:** Skilled writer and editor, published online and in print periodicals.
 - **Printing:** Experienced in all areas of electronic prepress including preflight, high-end scanning, production of film and proofs, and troubleshooting type, images, and page layouts.
 - **Applications:** Adobe Photoshop, Acrobat, and PageMaker; Easy PHP; Macromedia Dreamweaver, Fireworks, and Homesite; Microsoft Access, Excel, PowerPoint, Project, and Word; Quark Xpress
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Experience

Geekcorps Associate, International Executive Service Corps (IESC), February 2006–present

- Recruit and manage international volunteers for information and communication technology (IT) projects in developing countries.
- Write and edit various communications materials (past performance reports, award and grant applications, press releases, website content, etc.)
- Led redesign of Geekcorps website (www.geekcorps.org):
 - With Geekcorps Director, organize content, design information architecture and page layout
 - Create graphics and select and edit photos
 - Develop templates for WordPress using HTML, CSS, PHP, and WordPress tags

Freelance Web Consultant and Photographer, February 2004–present

- Design and build websites for a variety of clients:
 - Draft website information architecture, design look-and-feel, create original graphics
 - Select and edit photos; scan from prints or negatives as needed
 - Write and edit English-language content; organize, style, and place text in all languages
 - Code web pages and style sheets, validating them for adherence to industry standards
 - Consult on domain name registration, web hosting, search engine optimization, etc.
- Photograph variety of subjects (training sessions, landscapes, children, etc.) for print and web
- Clients and partners include:
 - Tripoint Properties, Inc., as subcontractor to Positive Force Consulting
 - Agricultural Stewardship Association
 - *Association Malienne de Recherche-Action pour le Développement (AMRAD)*
 - *Centre National de la Promotion de l'Artisanat*
 - *Ministère du Tourisme et de l'Artisanat de la République du Mali*
 - *l'Assemblée Nationale du Mali*, as subcontractor to AMRAD
 - American International School of Bamako

Web Consultant, Geekcorps Mali, February 2004–December 2005

- Led web activities for an ICT capacity-building project equipping selected radio stations in Mali with Internet connections and digital audio editing stations, and training staff to create digital content.
- Research and evaluate CMS and identify the one best suited to the projects' requirements.
- Designed, built, and managed Geekcorps Mali's website to test selected CMS.
- Designed and built websites for selected radio stations, so station staff may easily promote their programs and share local news.
- Trained radio station staff in website management.
- Write portions of orientation manual for in-country volunteers, edit additional material.

General Manager, American Community Services Association of Mali, February 2004–March 2005

- Manage all operations of a members-only community store and video club:
 - Order and receive shipments; oversee pricing and stocking; manage inventory
 - Manage accounts in two currencies and Association membership records
 - Report monthly to Board of Directors and semi-annually to the Association
 - Supervise the Assistant Manager and coordinate volunteers
- Revived community support for store, which nearly closed in early 2004. Accomplishments include:
 - In two months, corrected almost one-third of the 29 major problems found in FY2003 audit
 - Doubled annual rate of container shipments from previous year
 - Documented standard operating procedures in manual for future managers

Digital Conversion Specialist (GS-12), Library of Congress, July 2002–September 2003

- Coordinated production of digital conversion projects such as *Selections From the Naxi Manuscript Collection* (<http://international.loc.gov/intldl/naxihtml/naxihome.html>) and collaborative projects with the national libraries of Spain and Brazil:
 - Participated in selection of collections for conversion
 - Assessed the status of access aids (catalogs, etc.) and converted them to digital format
 - With conservation staff, assessed condition of library items (books, manuscripts, etc.)
 - Developed and documented technical specifications for conversion of images and text
- With General Counsel, assessed copyright status of items
- Conducted quality review of graphic and textual digital materials
- Helped develop standards and requirements for collaborative projects with foreign partners.
- Participated in User-Centered Design subcommittee, including Section 508 working group.

Web Group Manager, ORC Macro (was QRC), April 1998–July 2002

- Managed simultaneous production of 5-10 database-backed web applications varying widely in scale:
 - Negotiated scopes of work with Federal and nonprofit clients
 - Managed budgets of up to \$250,000/year; prepared cost estimates and tracked expenses
 - Guided systems through design, development, quality control, and deployment
- Led group of eight web project managers, designers, developers, and specialists, coaching and evaluating employees' performances. Represented Web Group to senior management and promoted Web Group services company-wide. Backed up Manager of Business Services.
- Implemented standard workflow for group, incorporating user-centered design, web standards compliance, and code reviews. Co-wrote documentation of group process, which became a key part of a company-wide movement toward standardized software development processes.
- Hired as Technical Writer; promoted to Web Editor, then Manager of Web Development, then Web Group Manager.
- Awarded "Employee of the Year" in 2000 and "Employee of the Month" in April 1999.

Electronic Prepress Specialist, Omni Studio, October 1996–April 1998

- Produced printer-ready film, 4-color proofs, blueprints, etc., for quick-turnaround service bureau.
 - Produced high-end scans of photographs, slides, and art; cleaned and color-corrected digital images.
 - Created service bureau's first technical documentation resources.
 - Quickly developed operating and troubleshooting proficiency with technical equipment.
 - Took responsibility for service bureau on evening shift and trained new employees.
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Publications

Photographs published online:

- About.com article, "Looking at Paintings: Where Do You Stand?" (2006)
- About.com article, "Palettes of the Impressionists: Monet" (2006)
- Schmap Paris Guide (one photo) and Schmap Florence Guide (two photos) (2006)

"MINERVA: Archiving Digital Material at the Library of Congress," *Slavic and Eastern European Information Resources* (Haworth Information Press), March 2004. Outlined issues involved with the archiving of born-digital materials for Internet Column.

Mali: Cuisine and Culture, June 2003. Published eighteen photographs (35mm film and digital) of Malian food, landscape, and architecture in cookbook of traditional Malian recipes produced for the Smithsonian Folklife Festival.

BookPage reviews, 1998–2000:

- *Geeks: How Two Lost Boys Rode the Internet Out of Idaho*, by Jon Katz
 - *Miss Wyoming*, by Douglas Coupland
 - *My Kitchen Wars*, by Betty Fussell
 - *The Last Life*, by Claire Messud
 - *Geographies of Home*, by Loida Maritza Perez
 - *The Alphabet Versus the Goddess: The Conflict Between Word and Image*, by Leonard Shlain
 - *The Fall of a Sparrow*, by Robert Hellenga
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Education & Training

- Black-and-white darkroom photography courses; Smithsonian Institution, 2000-2003
 - UNIX for Beginners; Library of Congress, 2003
 - Beginning and Advanced Microsoft Project; For Your Information, Inc., 2002
 - Supervisory Training; ORC Macro, 2001
 - Fast Track to ColdFusion; Fingleaf Software, 2000
 - Presenting Data and Information; Edward Tufte, 1999
 - Publications Specialist Certificate, George Washington University, 1996
 - B.A., English Literature, Davidson College, 1994
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Interests

- Photography: black-and-white and color; film and digital; 35mm and medium format
- Weblogs and personal publishing (Movable Type, Typepad, Blogger, Wordpress, Textpattern, etc.)