

## MARILYN MCNEAL

<http://www.marilynmcneal.com>

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### HIGHLIGHTS

- 10 Years Experience in Community-based Education as Outreach Worker, Counselor, Program Coordinator & Trainer.
- 3 Years Exp. teaching Computer Literacy, Office Productivity & Web Design in non-profit, corporate and university settings.
- Experience with Case Management, Client Support – Interviews, Documentation, Advocacy, Long-Term Follow Up.
- Experienced with Coalition Building, Community Education Programs and Events Coordination.
- Experience with RFP assessment, writing small arts related Grants & assisting with large federal Grants.
- Experienced Graphic multimedia producer; can design, revise, implement & maintain digital assets.

### COMMUNITY EDUCATION

- Responsible for providing instruction to small business owners & entrepreneurs in Flatbush & Jamaica, Queens.
- Researched, developed & taught Keyboarding & Job Readiness to unemployed adults in Washington Heights.
- Worked in Office of Student Life at Parsons School of Design developing & presenting Orientations, Workshops & Panels.
- Provided Life Skills & Job Readiness Training to Homeless Unemployed at multi-services church in SF, CA.
- Developed Teacher training for staff of Girls' Afterschool Academy in Sunnyside, CA.
- Provided info, support & referrals to Philadelphia metropolitan area as a Hotline Educator at Philadelphia AIDS Hotline.

### PROJECT DEVELOPMENT

- Successfully worked with community partners, grant monitor, members & board to produce effective programming.
- Excellent writing skills: assessments, articles, evaluations, job descriptions & quarterly reports.
- Experience compiling, analyzing, discussing, writing & revising pitches, plans & outlines.
- Experience writing & editing copy for press releases, marketing materials, brochures & publications.
- Experience Internet researcher; good understand of search engine algorithms, keyword & description coding.

### PRODUCTION & TRAINING

- Experience delivering effective instruction that incorporates theory, demonstration, website analysis, exercises, labs & tests.
- Exp. with production process: project definition & planning, establishing functional reqs, organizing content & media assets.
- Office Productivity: Microsoft Office 2000, Job Skills, Keyboarding; Business Basics, Internet for Entrepreneurs.
- Web Production: HTML, CSS, DHTML, Dreamweaver 4, Fireworks 4.
- Graphic Design: Illustrator 10, Photoshop 7, ImageReady 7, InDesign 2; Animation: Flash MX, LiveMotion 2.

### WORK EXPERIENCE

2000 - Present	Webmaster	Dissent Magazine	NY, NY
2002 - 2003	Instructor	Department of Business Services – The City of New York	NY, NY
2002 -2002	Instructor	Long Island University – Computer Technology Institute	NY, NY
2002 -2002	Instructor	The New School University – Computer Instruction Center	NY, NY
2001 - 2002	Instructor	Borough of Manhattan Community College/CUNY	NY, NY
2000 - 2002	Webmaster	Storytelling at The Moth – themoth.org	NY, NY
2000 - 2002	Instructor	Technology & Learning Center @ the Armory	NY, NY
2000 - 2000	HTML Producer	About.com, Inc.	NY, NY
1999 - 2000	Production Manager	Centerseat.com	NY, NY
1998 - 2000	Advisor	Parsons School of Design	NY, NY
1997 - 1998	Director	Job Skills Program – Glide Memorial Church	SF, CA
1997	Grant Writer / Trainer	Girls AfterSchool Academy	SF, CA
1995 - 1997	Publicist	ABADA Capoeira	SF, CA
1993 - 1994	Health Outreach Worker	Institute of Community Health Outreach	SF, CA
1992	Research Associate	California Prevention Education Project	Oakland, CA

### EDUCATION

M.A. Media Studies, Department of Communication  
New School University, New York, NY 2000

B.A. English Literature / Latin, Cum Laude, University Scholar  
University of Pittsburgh, Pittsburgh, PA 1989