Ellen Meserow

2440 Delmar Drive East
Seattle, Washington 98102
(206) 852 8675
ellen@meserow.com

Education

- Graphic design coursework at School of Visual Concepts (2000-2001)
- Social science/Management coursework at Johns Hopkins University (1995-1997)
- Social science coursework at New School of Social Research (1994)
- Publishing/production/computer seminars in New York at a variety of top programs (1993-1994)
- B.A. in English and Art History from Fairfield University (1992)
- Coursework for B.A. in Art History Spring Hill College program abroad in Venice, Italy (1990)

Experience

Meserow Consulting   **Seattle, Washington**
Owner   *1997 – present*

Consulting on a variety of small business needs, primarily for non-profit, education, government, political campaigns:

- Technical needs assessment, scoping, planning, implementation, resource location, technical team management
- Database, web design, development, setup, training, & ongoing maintenance (FileMaker Pro, Servoy, MySQL)
- Computer purchasing and direct handling of upgrades, tech support, & training
- Clients examples include Dean for America, Washington State Labor Council, King County, Brentwood School, New Millenium Communications, Energy Foundation, Accelerated Schools, Glass Art Society, Grantmakers in the Arts, Bulger Safe and Lock

Johns Hopkins University Press   **Baltimore, Maryland**
Electronic Publishing Manager   *1995 – 1997*

Responsible for management of all implementation aspects of Project Muse, a NEH & Mellon Foundation funded effort to digitize the journals of the Johns Hopkins University Press, setting precedents and new paradigms in electronic publishing:

- Management of staff of six (production, sysadmin/programming, customer service, networking, technical support)
- Planning and expenditures of $1 million+ over 3 year grant period
- Negotiation of innovative Internet subscriptions for over 900 subscribed institutions, including over 5 million potential users
- Reporting to grant-funding agencies, governing board, advisory board, journal editors, director of JHU press and library
- Design and implementation of web and database backend systems to control and advertise publishing process
- Consulting on new product lines under research and development

American Society of Mechanical Engineers   **New York, New York**
Project Editor for ASME Press   *1992 – 1994*

Supervision, hiring, and direction of all freelancers, vendors, and suppliers needed for a manuscript to bound book production cycle:

- Editorial involvement with manuscripts at many stages, from original copyediting to final proofreading
- Extensive interaction with authors/editors as the manuscript developmental, administrative, marketing, financial contact
- Technical specialist for computer purchasing, configuration, networking, backup, and desktop publishing/pre-press issues
- Design, editing, proofing, production, and placement of advertising, brochures, covers, front/back matter, and catalog
- Financial planning/supervision, including royalty approvals, book budgeting, fiscal year forecasts/actuals
- Database creation/management for all details related to 200+ titles a year

Skills

- Hiring, supervision, and team building for high-performance projects
- Fluent daily use of computer tools in internet, design, database, office, and more arenas on a variety of platforms
- Innovative user interface design and programming in a variety of systems
- Advanced approaches to systems integration and interoperability
- Budget planning and implementation of technology and custom software costs, methods, staffing
- Extensive experience in public speaking and article publishing for project presentation, persuasion, sales, debate
- Much experience working with and training users of all levels (large-audience training, small-audience training, and one-on-one environments)

References

Available upon request.