

LANCE M. BROWN

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OBJECTIVE

I seek a rewarding position which presents ongoing challenges, and requires versatile thinking and attention to detail. I can learn anything quickly.

RECENT EXPERIENCE

2005-2007 Project Simplify Nevada City, CA

Internet & Communications Consultant

- Performed a diverse range of services including website development, research, copywriting and editing, marketing and business planning assistance. Provided “virtual assistant” services.

1997-2007 PeoplesForum.com Nevada City, CA

Community Manager/Co-Founder

- Co-developed the Internet’s first debate-based discussion community; served as sole staff member/site manager. Community has 12,000+ registered members; website serves approximately 3 million pages per month.
- Job functions have included website design, business planning (and business plan writing), graphic design, copywriting, editing, marketing, web forum management and hosting, installing scripts, dispute resolution, customer service, technical support, fundraising (via investors and donors), hiring freelance developers, and other duties as needed.

2001-04 Self-sponsored & w/various organizations Nevada County, CA

Organizer & Event Planner

- Voluntary positions involving planning, management, and public relations.
- Tasks have included table/booth staffing, event and meeting planning, poster design, press release writing, phone script writing, co-editing monthly newsletter, website creation, e-mail list management, coalition building, fundraising, and spokesperson work on radio and TV.

PREVIOUS EXPERIENCE

1997-98 New Mass Media Easthampton, MA

Website Event Calendar Updater

- Edited and published weekly newspaper content onto website through a proprietary database system.

1995-97 Valley Transporter Amherst, MA

Dispatcher / Customer Service / Driver

- Provided customer service, took phone reservations, performed data entry, checked flight arrivals. Dispatched up to 10 passenger vehicles at a time; assisted with scheduling, office training, record-keeping. Transported up to 14 passengers in an airport shuttle, charter, and VIP capacity.

1994-95 CopyCat Print Shop, Kinko's Copies Amherst, MA

Copy Consultant / Customer Service

- Assisted operations at a print shop. Answered phones, routed calls, took print orders, performed copy jobs.
- Performed all types of work at a high-volume copy center. Operated all equipment. Assisted in computer area and self-serve copier area.

1985-1998 Various firms Various locations

Assorted Experience

- Previous job experiences include:
 - Proofreading, data entry, desktop publishing, computer and software training, information consulting, customer service, Microsoft Kids' Web Camp co-counselor
 - Food service, dishwashing, cleaning, convenience store work, furniture refinishing and moving, cab and food delivery driving

EDUCATION

1990-91, 92-94 University of Massachusetts Amherst, MA

- Majored in English
- Honors program

1989-90 University of Southern California Los Angeles, CA

- Early admittance
- Resident Honors Program

INTERESTS

Writing, the Internet, politics, animals, the outdoors, communication, jogging.

REFERENCES

Available upon request.