

# Carol Ann Keiser

2615 Cedar St., Sutter, CA 95982

Home: (530) 755-2478

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## Objective

My objective is to meet and exceed the needs of clients by creating a product that will help to communicate effectively, and to train and assist people to be effective and successful workers and positive leaders in their families, place of business, and communities.

## Education

Bachelor of Science in Bible & Theology and Christian Leadership, William Jessup University/DCP, June 2001.

High School Diploma, Yuba City High School, June 1987.

## Qualifications

I am able to type 55-60 wpm, and am proficient in Adobe InDesign, Illustrator and Acrobat, Microsoft Word, PowerPoint, Excel and Publisher, MindMapper, MindJet and Video Explosion Deluxe. I am also familiar with Microsoft Access, Outlook, Adobe Photoshop, Premiere, Pinnacle and miscellaneous other programs. I am able to communicate effectively, and to train and encourage others. I have many other skills including: public speaking, management, teaching and training, receptionist, clerical, data entry, photo-copying, customer service, shipping/receiving and more. I am well organized, self-motivated, and very capable of meeting deadlines.

## Work History

### **Desktop Publisher/Manager/Secretary—August 2004 to Present**

Desktop Publishing & Media Services, 1469 Butte House Rd., Suite A, Yuba City, CA 95993

Safety Management Consultation Services, 1469 Butte House Rd., Suite B, Yuba City, CA 95993

Supervisor: Alan Larson

Overseeing daily office/clerical duties; Desktop Publishing to create manuals, documents, forms, and other materials; data entry; video editing; creating PowerPoint presentations and corresponding curricula; recruiting, training and managing other employees; managing contracts/relations with vendors; more.

### **Desktop Publisher—August 2004 to Present**

Self Employed Consultant

Creating PowerPoint Presentations, forms, brochures, manuals and other documents for reproduction.

### **Substitute Teacher—September 2001 to 2007**

Sutter County School District; Yuba County School District; Yuba City Unified School District

Supervisor: Sally Whiteaker

Substitute teaching for 7th through 12th grade classes, following lesson plans, managing classes of up to 40 students.

### **Coordinator of Youth and Young Adult Ministries—September 1993 to August, 2000; July 2002 to August 2004**

St. Andrew Presbyterian Church, 1390 Franklin Rd., Yuba City, CA 95993, 673-7353

Supervisor: Rev. Chris Kersting

Coordinating all youth activities including but not limited to Sunday School, youth meetings, Bible studies, mission trips (including but not limited to Mexico and Inner-city), camps and retreats, service projects, youth committees and networks, etc.; Public Relations and event advertising; developing and teaching an annual Confirmation Class; involving youth in the greater life of the church; creating registration forms, reports, newsletters, flyers, etc.; maintaining student records and data entry; reviewing and selecting curriculum; recruiting and training volunteer leaders; photocopying; assist with office duties; attending business meetings; and more.

### **Textbook Manager—September 2000 to July 2001**

Yuba College Bookstore, Yuba College, Marysville, California

Supervisor/Contact: Marylou Crawford, Follett Textbook Services and Christine Oakes, Barnes & Noble College Text Division

Overseeing complete textbook cycle for main campus and all extensions; customer assistance; training student employees; filing, data entry, retrieving information from computer, assisting instructors in text orders, more.

### **Text Clerk—September 1987 through August 1993**

Associated Students Bookstore, CSU, Chico.

Supervisor/Contact: Bob Paolone (retired)

Ordering, receiving, pricing, stocking, buying back and returning text books; customer assistance; training other student clerks; filing, reception, data entry, retrieving information from computer, assisting instructors in text orders, more.

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## Achievements and Special Training

Adobe Acrobat 8, New Horizons Learning Center, Level 1, September 2008 & Level 2, November 2008  
Adobe DreamWeaver CS3, New Horizons Learning Center, Level 1, May 2008 & Level 2, September 2008  
Adobe InDesign CS3 Tips & Tricks, Kelby Training, February 2008  
Adobe Photoshop CS3 Tips & Tricks, Kelby Training, October 2007  
Safety Compliance & You Workshop, State Compensation Insurance Fund, October 2007  
How to Design Eye-Catching Brochures, Newsletters, Ads, and Reports, Pryor/CareerTrack, February 2007  
Graphic Display of Information and Data (Seminar) with Edward Tufte, December 2006  
Adobe InDesign Level 2, New Horizons Computer Learning Center, February 2006  
Advanced Microsoft Excel, Fred Pryor Seminars, October 2005  
Microsoft Excel, Fred Pryor Seminars, October 2005  
Adobe PageMaker Level 1, New Horizons Computer Learning Center, September 2005  
Completion of 7-Hour Workshop "Helping Kids Whose Hurts are Deep", Simpson Graduate School of Ministry, June 2003  
CBEST Exam Passed, July 2001

## Specific Computer Skills

Adobe InDesign/PageMaker/Microsoft Publisher: Creating Manuals, Booklets, Books, Posters, Invitations, Stationery, Business Cards, Brochures, Forms, Training Curriculum Workbooks, more.  
Adobe Premiere/Pinnacle/Video Explosion Deluxe: Creating 5-20 Minute Videos of various styles for the purpose of training, entertainment and more.  
Adobe Illustrator/Photoshop: Creating graphics, adjusting photos, more.  
Adobe Acrobat: Create Basic to Intermediate and Interactive PDF's for print or web publishing.  
MediaShout: Presentation Software.  
Microsoft Word: Business Letters, Reports, Stationery, Mail Merge, Labels, Forms, use and create templates, more.  
Microsoft Excel: Basic & Intermediate Spreadsheets, Multi-Page Spreadsheets with Summary Pages, Graphs, Data Tracking Systems.  
Microsoft PowerPoint: Create Basic or Advanced presentations and coordinating handouts.  
Microsoft Access: Using existing databases and templates to track information and create reports and queries.  
Microsoft Outlook: Calendar, Contacts, E-mail.  
Microsoft Explorer/Mozilla Firefox/Safari: Internet research.  
MindMapper & MindJet: Creating Organizational Charts and Gantt Charts.  
Trial Director & Sanction II: Organizing & Preparing presentations with documents & video for trial attorneys.

## Volunteer History

Yuba Sutter Mexico Mission, Program & Registration Director, 2001 to 2008.  
Yuba City High School, Class of 1987 Reunion Committee Chairperson, 1997, 2002, and 2007.  
Yuba City Church of the Nazarene, Volunteer Youth Worker/Small Group Coordinator, 2004 to 2007.  
Westminster Woods—volunteer counselor (1990-1997); alumni board; camp speaker/pastor for various weeks in summers and weekend retreats of 1998-2005.  
YMCA—Volunteer receptionist and sat on board of directors in 1994.  
SARB—Volunteer for Student Attendance Review Board, YCUSD, 1999-2000.

## References

### Professional

Alan Larson, M.B.A., C.S.P., Safety Management Consultation Services, (Current Employer), 530-218-1064.  
Phillip A. Cooke, Attorney at Law, 530-671-1100.  
Rev. Chris Kersting, Pastor, St. Andrew Presbyterian Church, 530-673-7353.

### Personal

Lt. John M. Buckland, Yuba City Police Department, 530-701-8834, 530-674-8835.  
Lisa Buschmann, Adjunct Professor for Yuba College, CSU Chico and Chapman University, 530-933-5933.  
Mike Mannshardt, Retired Teacher, Yuba City Unified School District, and chair of Hands of Hope, 530-674-7715.