

Nadja Masura

2309 Teasdale Lane
Santa Rosa, CA
707-526-2314
nadjam@comcast.net

Introduction

Organized, enthusiastic individual with office and computer experience seeks work utilizing office, organization, communications, and writing skills with an innovative company.

Skills

Computers –

Office Tools: PC and Mac literate, Word, Word Perfect, Excel, Access, PowerPoint, PageMaker, Microsoft Publisher

Web Design: ten years experience building and maintaining web sites using HTML, Dreamweaver, Photoshop, PageMaker, Illustrator, Flash, and many other multimedia programs including video and animation

Organization – Project management, events management, data entry, filing, membership processing, scheduling, fundraising, class enrollment, creating and implementing major cataloging system

Communications – Reception, managing, training, coordinating, mediation, working in committees, producing, team-building, public speaking, docent/tour guide, teaching, directing, teaching

Writing – Editing, research, press releases, web content, creative writing, Sonoma County Literary Arts Council member, reader for Sonoma County Repertory Theater Playwright Contest

Graphics – Web design, illustration and layout, photography, painting, collage, Art At The Source

Work History

1999-Present: Web Designer, Consultant – Nadja Masura Web Designs, www.nadjaart.com, Rohnert Park, CA, Beltsville, MD, and Santa Rosa, CA

2009: Director – Sonoma County Book Festival, Santa Rosa, CA

2008-2009: Digital Media Consultant for the Occidental Center for the Arts

2007-2008: Media Designer – Morningstar musical, Rohnert Park, CA

2002-2007: PhD Student, Theatre and Digital Technology, www.digthet.com, University of Maryland, College Park, MD
2004-2006: Teacher's Assistant – University of Maryland, College Park, MD
2003-2005: Web Designer – University of Maryland, College Park, MD
2003: Co-Professor, Digital Directions: Technology in the Humanities Summer Intensive, University of Maryland, College Park, MD
2000-2002: Web Developer, Consultant – Interstitial Cystitis Network, www.ic-network.com, www.renbrown.com, Santa Rosa, CA
2000-2002: Web Designer – Art At The Source www.artatthesource.org, Sonoma County, CA
2000-2001: Web Designer – Brian Kreck Computer Consulting, www.kreck.com, Santa Rosa, CA
2000-2001: Web Production Assistant – PBHS Web Design, www.pbhs.com, Santa Rosa, CA
1997-2002: Docent Coordinator, Web Designer, Webmaster, and Administrative Assistant – Sebastopol Center for the Arts, www.sebarts.org, Sebastopol, CA
1997: Administrative Assistant Robot Wars, sales - L&L Books
1996: Graphics Intern - Lee Weisman Graphics, Artists' Assistant
1995: Greenhouse sales - Nielsen's Flowers
1994: Teaching and Research Assistant - The University of Michigan, Ann Arbor
1993: Property Manager - The Inside Theater, Artworks Assistant & Docent - Tacoma Arts Museum
1990: Staff - Do Drop Inn
1984-1990: Citizen Diplomat, Public Speaker & Volunteer Performer - Peace Child International, Students As Ambassadors For Peace, Earth Stewards Network, and Sister City USSR

Education

1999 Associate Sciences Degrees Multimedia: Authoring & Integration and Graphics Design, College of Marin
1996 Masters Degree, Theatre Research & Literature, University of Michigan, Ann Arbor
1994 Bachelors Degree with honors in Theatre Arts & Creative Writing minor, University of Puget Sound