

Julie A. Smith, Ph.D.

8351 E. Superior Street ♦ Duluth, Minnesota 55804
218.525.5323 ♦ jsmith7@umn.edu

Educational Background

Teaching & Learning

Univ. of Minnesota Duluth (UMD), Duluth, MN

Organizational Management

Information Technology specialization
Capella University, Minneapolis, MN

Educational Computing & Technology

UMD, Duluth, MN

Business Administration

UMD, Duluth, MN

Natural Resources

& Environmental Studies

University of Minnesota, St. Paul, MN

Doctorate of Education

Ed.D. degree expected May 2013

Doctorate of Philosophy

Ph.D. degree granted September 2009

Dissertation research: "Developing Web accessibility: Section 508 compliance of post-secondary educational Web site homepages"

Graduate Certificate

Certificate granted May 2008 with high honors

Master of Business Administration

M.B.A. degree granted December 1998

Bachelor of Science

B.S. degree granted December 1993

Major: soils Minor: forest resources

Employment Experience

Executive Administrative Specialist

UMD - Biochemistry & Molecular Biology, Duluth, MN

08/2007 - Present

Provide administrative and technical support to the department head, faculty, and research staff including grant writing and management, Website and database development/programming, management/coordination of online/ITV course rooms, and grant award/expenditures reporting; interim Academic Health Center Duluth Coordinator assisting and advising graduate students

Founder, Writer, & Designer

Grant Tech, Inc. (GTI), Duluth, MN

09/1996 – Present

Fundraise, design, and Web design and program (part-time)

Administrative & Technical Coordinator/Program Associate

UMD - College of Liberal Arts, Duluth, MN

06/2004 – 7/2007

Managed and administered masters degree program entailing planning and implementing of program specifics involving managing applications/approvals, helping develop curriculum, managing grant/gift funds, conducting recruitment/marketing activities, Web-designing/programming, hiring faculty/staff, coordinating course room technologies/AV management, advising students, disbursing scholarships, managing budgets, processing expenditures/contracts, supervising student workers

Marketing & Special Events Coordinator/Informational Representative

UMD - School of Fine Arts, Duluth, MN

04/2003 – 06/2004

Worked with the SFA departments of theatre, music, art and design, and the Tweed Museum of Art and Glensheen to produce and market "The Italian-American Festival" to the Duluth and Sicilian communities inclusive of volunteer recruitment, student exchange housing, bidding out and managing contracts, accounting, reporting, and supervising student workers and volunteers

Development & Marketing Director/Webmaster

Residential Services of Northeastern MN, Inc. (RSI), Duluth, MN

01/1999 – 10/2003

Marketed and sought funding through special events, and annual, capital, and planned giving campaigns entailing word processing, database development, desk-top publishing, meeting facilitation, media activities, Website management, and accounting (Website Consultant: 10/00-03)

Development & Marketing Director/Informational Representative

UMD - Glensheen Historic Estate, Duluth, MN

10/2001 – 05/2002

Marketed and sought funding through special events implementation, grant writing, and annual, capital, and planned giving campaigns, and supervision of volunteers, and designed Website

Executive Director and Fund Developer

Education Foundation of Bloomington (EFB), Bloomington, MN

09/2000 – 07/2001

Administered grant funds, marketed and fundraised, completed accounting and reporting functions

Executive Director

Laurentian Resource Conservation & Dev. (RC&D), Duluth, MN

09/1995 – 12/1998

Planned, coordinated, and administered community natural resource and economic development projects inclusive of accounting, reporting, marketing, fundraising, and employee supervision

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Memberships	SigAccess Special Interest Group on Accessible Computing
Research Publications	Article Smith, J.A., & Lind, M.R. (2010). Website accessibility for users with visual impairment. <i>Information Systems Education Journal</i> , 8(53). http://isedj.org/8/53/ . ISSN: 1545-679X. Presentation "Web accessibility for users with visual impairment" was presented at the November 2009 Information Systems Educator Conference (ISECON) and published in conference proceedings. Washington, D.C.
Awards	Awards 1994-96 Superior & Outstanding Service Awards, US Forest Service/NRCS Certification 1995 Grants Workshop, Community Systems
Teaching Experience	Presenter 2010 Presented "Peer-led Learning in Retirement Groups: What are the opportunities and challenges for the 21 st Century" Technology coordinator 2004 – present: Provide instruction, planning, and maintenance for learning management systems, Web content management systems, distributed learning video conferencing Presenter Presented "How to Create Your Website" to UMD students involving HTML code creation and uploading to their UMD Web-accounts as well as e-Portfolio - part of Senior Studio Fall Semester 2003 – Course Professor, Ann Bergeron Instructor Taught classes in 2003 on "How to Sell on eBay" Presenter Taught conservation practices at various environmental education fairs in Willmar, Alexandria, and Duluth for grade school students from 1994-1996 organized by Soil and Water Conservation Districts, Extension Services, and Resource Conservation & Development Councils
Writing Skills	Writer/Editor/Grant Writer Write and edit materials for research, education, grants, marketing, fundraising, and lectures/presentations involving desk-top publishing (e.g. newsletters and brochures), Website content, articles, press releases, reports, and other communications
Computer Technology Skills	Macintosh and PC Technician/Operator Operate and maintain hardware and software systems entailing memory upgrades, hard drive partitioning, reformatting, wireless troubleshooting, and peripherals and software installations Webmaster/Developer/Programmer Design and program in HTML, perl, CGI, PHP, Javascript, FLASH, as well as utilize FrontPage, QuickTime Pro, Roxio Media programs, and Adobe programs; Internet market/sell as a Web-host reseller, Webmaster, and eBay seller Online Course Room Manager Manage online class materials/set-up for various UMD courses utilizing Moodle, WebCT/Vista/Blackboard, Interactive TV, videoconferencing, WebCrossing, e-Portfolio, Breeze/Connect, Test Pilot, chats, bulletin board systems, blogs, and wikis Presenter Present using Websites, PowerPoint, and other audio visual tools Desk-top Publisher Word process and design in Word, Works, AppleWorks, Quark, WordPerfect, Adobe Acrobat Professional, Microsoft Publisher, PhotoShop, Paint Shop Pro, and other programs for various work/consulting assignments Data Manager Enter and analyze data for research and information/report generation using Excel, Lotus1-2-3, Access, SPSS, etc. in conjunction with other programs, such as word processors
References	Available upon request