

CHRISTINE M. LEWIS

EDUCATION:

MS Windows 2000 Networking Essentials, Athena Learning Center, Nashville, TN, 2002
Computer Hardware Training, New Horizons Learning Center, Nashville, TN, 2002
Desktop Publishing Courses, New Horizons Learning Center, Nashville, TN, 2001
A.A., Arts, South Plains College, Levelland, Texas, 1989

PROFESSIONAL TRAINING:

40-Hour Training for Hazardous Waste Operations and Emergency Response (HAZWOPER)

PROFESSIONAL MEMBERSHIPS AND CERTIFICATIONS:

Member of the Society for Marketing Professional Services (SMPS)

CURRENT PROFESSIONAL INVOLVEMENT: October, 2003 - present, **AquAeTer**, Marketing/Business Development Director.

Ms. Lewis has 12 years of diverse experience in marketing, graphics, and computer support. Her current responsibilities include the development and implementation of business development initiatives at **AquAeTer** as well as the development and management of the marketing plan and related marketing materials including the company website, brochures, speaker presentations, and qualifications packages. She has also been involved in a variety of project work including: litigation support and related research, environmental studies involving air, water, and soil, technical document preparation, laboratory assistance, and report preparation. In addition to her other duties she also serves as the computer network administrator where she troubleshoots and coordinates the workstation and server needs among the three offices. Her computer skills include AutoCAD, Microsoft software including: Outlook, Word, Excel, PowerPoint, Access, and Front Page; Adobe software including: Acrobat Writer, Dreamweaver, Pagemaker; and HTML programming for website design.

PRIOR PROFESSIONAL INVOLVEMENT:

1999-2002 W.L. Hailey & Company, Nashville, Tennessee, Executive Assistant to VP
1996-1999 Harman Pro North America, Nashville, Tennessee, Marketing Coordinator/Sales Admin
1991-1995 Invitckles Invitations, Corpus Christi, Texas, Graphics Design/Assistant Manager
1990-1991 Total Effectiveness Training, Corpus Christi, Texas, Assistant to Public Speaker/Author

AREAS OF EXPERTISE:

Marketing

Development of marketing plan
Website design and maintenance
Brochure design
PowerPoint presentations
Newsletter design
Corporate mailings
Contact database creation/management
Preparation of qualifications material

Computer/Network Skills

Software/hardware troubleshooting
Software/hardware installation
Network folders structure
User set up and administration
Capital budget set up and maintenance
Set up open license programs
Selection, purchase and inventory of all hardware and software for the company

Business Development

Direction and coordination of BDEV initiatives in multiple areas of expertise
Scheduling/tracking of activities
Assistance with papers & presentations
Conference planning