



**Josepha
Thompson**

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FRESHBREWEDSOLUTIONS.COM

Website Development/Maintenance
Creative Design Work
Microsoft Office Instruction
Office Productivity Consultation

KEY EXPERIENCE

OWNER, FRESH BREWED SOLUTIONS. 2008 – present

Professional website development services and print design. Computer instructor in Windows and Microsoft Office applications. Consultation in office productivity.

WYTHEVILLE COMMUNITY COLLEGE, Wytheville, VA, 2016 – present

2016 – Independent Contractor. Designed and developed training manuals and provided customized Excel training to Vaughan Bassett staff at Crossroads Institute in Galax, VA.

March 2018 – hired as Adjunct Faculty (IT Instructor) for Workforce Development. Design and develop training materials and provide instructor-led training for corporate clients and for classes published in the Workforce Development Catalog.

INDEPENDENT CONTRACTOR. Columbus, OH, 2006 – 2014

Columbus State Community College. Adjunct Instructor. Taught Windows and Microsoft Office skills to prepare students for International Computer Driving License (ICDL) certification. Taught advanced hardware concepts to prepare students for CompTIA A+ certification. Provided Microsoft Office workshops to corporate clients.

Columbus Christian Center. Website/IT Administrator: Managed all aspects of church website and network. Liaison with cable provider. Maintained network cables and user records. Resolved hardware/software issues remotely and onsite. Researched, procured, and installed network equipment and computer systems and software.

GOODWILL COLUMBUS. Columbus, OH, 2007 – 2008

Vocational Instructor. Trained clients with disabilities and other barriers.

WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE. Lewisburg, WV, 1998 – 2005

Assisted in developing and maintaining college website of hundreds of pages. Developed learning modules for training. Motivated PC-phobic faculty to become power users. Directed all aspects of PC training including assessment, course development, and teaching. Developed complex multimedia presentations. Advised management and staff in best practices for using office applications. Technical manager for online course management system. Provided troubleshooting and problem resolution for software problems. Made presentation at a Society of Teachers of Family Medicine (STFM) Conference in Florida.

CHICAGO TRIBUNE. Chicago, IL, 1986 – 1992

Sr. Programmer/Analyst. Programmed COBOL applications, wrote JCL code. Designed and coded system screens, reports, and maintenance functions. Resolved user technical problems. Assisted editors in analyzing statistics for special articles. Provided classes to executives at Orlando Sentinel, Florida. Presented at annual stockholders meeting.

KEY SKILLS AND EXPERTISE

- Website Design/Development
- Website Maintenance
- Advanced Coding in Native HTML
- WordPress
- Joomla
- Print Design
- Instructional Design
- Public Speaking
- Writing

- Technical Design
- Cascading Style Sheets
- Adobe and Other Image Applications
- phpMyAdmin
- MySQL
- Scripting languages
- Expert MS Office User
- Master MS Office Instructor
- Office Productivity

PROFESSIONAL CERTIFICATIONS

- CISCO Academy Instructor
- International Computer Driving License (ICDL)
- Microsoft Office Specialist Expert
- Master Microsoft Office Instructor

AFFILIATIONS

- Officer of Election for City of Galax
- Mount Rogers Planning District Committee Executive Committee Minority Representative
- Galax Parks & County Recreation Department Advisory Commission
- Twin County Professionals Network Member
- Twin County Chamber of Commerce Member

OTHER

- Excellent written and verbal communication skills.
- Ability to interact effectively with people at various levels.
- Enthusiastic, personable, and positive.