

WWW.DONBERRY.NET

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SUMMARY OF QUALIFICATIONS

- Direct Care in rehabilitative and group home facilities
- Technical Writing and Documentation
- Standup Training and Presentations
- Administrative and Inside Sales Support
- Digital Videography and Video Editing
- Web Site Design and Maintenance

EXPERIENCE

Rehabilitation

- Currently working as a **Direct Care Specialist** at **Mary Lee Foundation Rehabilitation Center** performing direct care for persons recovering from TBI and ABI, assisting with VR classes, and various administrative/clerical duties
- Worked as a **Direct Care Specialist** at **Draco Services, Inc.** in a Group Home setting

Customer/Client Service Experience

- Performed **customer dispute resolution** and **phone sales** in an inbound call center environment at **Fosdick Fulfillment**
- Performed outbound **telephone-based fundraising** for a variety of progressive causes for **TeleFund, Inc.**

Project Management/Writing/Documentation

- Managed **project tasks** and **timelines** using Microsoft *Project* and Microsoft *Office*
- Played a key role in design and deployment of **Computer Networks** for all types of businesses and schools
- Wrote **RFPs** and **RFP** responses

Training

- Taught **video camera techniques**, **video lighting**, and **video editing** at **Community Voice Channel**

Digital Video Production/Post-Production: Apple Final Cut Pro, Adobe Premiere, and Sony Vegas Pro

- Currently consulting as Webmaster, Video Editor, and Executive Producer on **Fortune Cookies** U.S./Chinese Cultural Exchange video series
- Wrote, directed, produced, and edited documentary, informational, promotional, and narrative videos on various topics

Interactive Authoring/Instructional Design

- Created websites with Adobe *Dreamweaver* for **AOS**, **Community Voice Channel**, **IES**, **KinMedia**, and **EZEBleeder**
- Designed and programmed **interactive computer-based training** on foodborne illness prevention at **Cornell University**

EMPLOYMENT HISTORY

Direct Care Specialist	MARY LEE FOUNDATION	Austin, TX	10/13-Present
Direct Care Specialist	DRACO SERVICES	Austin, TX	01/13-10/13
Telephone Fundraising Specialist	TELEFUND, INC	Austin, TX	04/12-01/13
Customer Service Representative	FOSDICK FULFILLMENT CENTER	Wallingford, CT	01/11-10/11
Video Editor/Producer/Webmaster	INTERNATIONAL EDUCATION SERVICES, LLC	Marlborough, CT	06/07-Present
Video Instructor	COMMUNITY VOICE CHANNEL	Bolton, CT	10/06-3/08
Video Duplication Technician	VISUAL EFX, INC.	Stamford, CT	06/06-9/06
Project Manager	OMNI DATA, LLC	North Haven, CT	05/04-05/06
Project Manager	ADVANCED OFFICE SYSTEMS	Cromwell, CT	02/98-04/04
Multimedia Developer	CONNECTICUT RIVER INTERACTIVE	Middletown, CT	08/97-01/98
Multimedia Developer	CORNELL UNIVERSITY-DISTANCE EDUCATION	Ithaca, NY	06/95-07/97

EDUCATION

Roy H. Park School of Communication, Ithaca College, Ithaca, NY **M.S. Corporate Communication** (1995)
Cleveland State University, Cleveland, OH **B.A. Creative Writing/Classical and Medieval Studies** (1994)