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# LEE CHARLES DUDLEY

## PROFESSIONAL EXPERIENCE

- **Multnomah County**, Training, Communications, & Web Specialist, Portland, OR 2006-Present
- **Graphic Information Systems**, Art Director / Graphics Tech., Beaverton, OR 2004-2006
- **The Idaho Press-Tribune**, Copy Editor / Graphic Designer, Nampa, ID 2002-2004
- **The Idaho Statesman**, Graphic Designer / Web Developer, Boise, ID 1996-2002
- **Tekio Seishin Kai** (non-profit school), Owner / Operator, Boise, ID 1995-2001
- **The Reno Gazette-Journal**, Typesetter, Reno, NV 1993-1995

## PROFESSIONAL HIGHLIGHTS

• **Writing:** Excellent writing skills. Have written instructional manuals and documentation for Multnomah County as the Training Coordinator. Copywrote for the newspapers I worked at in both advertising and news capacities. Designed advertising campaigns and creative copy for the advertisements. Wrote technical manuals for the school I owned. Wrote procedure manuals for my subordinates as a designer and director. Additionally, wrote grant proposals for the North Portland Metro improvement district.

• **Design:** Superb design skills. Since beginning in graphic design I have designed advertising graphics and copy, created web sites for regional and national audiences that have been nationally recognized. For a small sampling of my design skills visit: [www.nexuspdx.com](http://www.nexuspdx.com).

### • Training/Supervision/Personnel:

Responsible for the creation of curricula for classroom, online, and mentor training for the SAP Support Team. Instructed hundreds of employees, established a comprehensive training program for SAP Support. In addition, assisted with other departments in their training efforts. Also responsible for change management and communication, as well as maintaining the online presence of the SAP Support Team's end-user website, online training server, and creation of online training materials using InDesign, Illustrator, Photoshop, Flash, Premier, RWD uPerform, Jing, et al.

I have a cooperative leadership style that is flexible and effective. As a business owner, I hired and discharged staff, trained and guided employee development. Working in team environments as the lead, I coordinated different departments to effectively work together by drawing on their talents and solutions rather than dictate a specific regimen. My cooperative leadership style produces results and keeps subordinates not only happy, but loyal.

• **Project Management:** Managed over 50 large-scale projects with Multnomah County; all completed successfully. Effectively created from scratch the online brand and presence for the Idaho Statesman. Coordinated with three other departments to deploy the design and custom-built software across the site. Also designed and created the statewide marketing campaign that created the "most visited web site" in the state of Idaho only six months after launch. Ran a national convention for my business that brought together schools from 35 states and twelve countries; supervised a convention staff of 40 over a two month period.

• **Budgeting:** Effectively budgeted and ran my own business for over six years. As a non-profit the school always ran in the black within the very narrow tax parameters of a non-profit organization. In coordinating projects and project budgets, effectively kept costs within or under budget.

• **Government Relations:** Have and can effectively interface with government agencies. Undertook a building expansion that resulted in coordinating with zoning, planning, and the city council numerous times for various projects. Dealt with North Portland Metro in applying for grant funds. Currently work for a government agency and understand the process and pitfalls of working with government entities as well as their ability to positively impact the community.

• **Customer Service:** Have an excellent, clear communication style centered on listening to others. I am very good with customers and clients (both external and internal); as exemplified in my business relationships with major advertising clients at the various design agencies I've served. In my business, grew in year one from 8 students to over 80 in year two based on good customer service & communication.

## EDUCATION

### PORTLAND STATE UNIVERSITY

P.O. Box 751  
Portland, OR 97207

### BACHELOR OF SCIENCE

Political Science with emphasis in public administration & law  
G.P.A.: 3.95 | June 2006

Studies at PSU prepared me for a variety of working tasks in multiple environments. I furthered my knowledge of conflict resolution techniques, problem-solving strategies, and learned the mathematical and social science techniques for effective administration, budgeting, problem solving, and team building. Worked with Portland's Metro to create sustainable food gardens at Chief Joseph Elementary in addition to writing grant proposals for the project, developed, designed, and deployed promotional materials for Cascade Aids Project whom I still volunteer for. These are a small sample of my various skills at work.

### EDWARD C. REED HIGH SCHOOL

1350 Baring Boulevard  
Sparks, NV 89431

### HONORS DIPLOMA

Liberal Arts  
June 1988

## QUALIFICATIONS

- Outstanding organizational skills
- Project logistics
- Employee training
- Conflict Resolution
- Self-directed
- Cooperative leadership style & ability
- Strong work ethic
- Calm under pressure
- Excellent communicator
- Excellent public speaker
- Creative problem solver

## TECHNICAL SKILLS

- Typing: 60-70 WPM
- Superb writer
- Excellent designer
- Mac/PC Fluent
- Microsoft Office
- Microsoft FrontPage
- Adobe InDesign
- Adobe Photoshop
- Adobe Illustrator
- Quark XPress
- Adobe Flash
- Adobe Dreamweaver
- RWD uPerform
- Actionscripting in Flash
- HTML Coding

## REFERENCES

### KEARSTY SCHNEIDER

Department Manager  
Countrywide Mortgage  
Portland, Oregon  
503.816.9541 cell

### MATTHEW LONG, ED.D.

Student Employment &  
Federal Funds Coordinator  
Yale University  
New Haven, CT  
203.927.4868 cell

### NANCY WILTON

HR Manager  
Multnomah County, OR  
Portland, Oregon  
971.322.9252 cell

Additional references  
available upon request.

Further employment  
history, education, and details  
can be found on my interactive  
resume. Visit [nexuspdx.com](http://nexuspdx.com)  
for more information.