

Liz Keith

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111 Bothin Road
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Education

University of Michigan, School of Information

Ann Arbor, MI

- Master of Science in Information
- Self-tailored degree in community informatics
- Specialized coursework: E-Communities, IT and Social Enterprise, Outcome Evaluation, Information in Organizations, Instructional Design for Information Skills, Social Marketing, Intellectual Property Law

April 2004

Colby College

Waterville, ME

- Bachelor of Arts, English, cum laude with distinction in major

1995

Technical Skills

PC and Mac OS, Microsoft Office Suite, FileMaker Pro, Raiser's Edge, Adobe Pagemaker, Adobe Photoshop, Macromedia Flash, Macromedia Dreamweaver, Microsoft FrontPage, HTML, content management systems, web collaboration tools, RSS, FTP applications and advanced Web and database searching.

Experience

Pro Bono Net

San Francisco, CA

National LawHelp.org Circuit Rider

December 2004 – present

- Provide consulting and support on planning, deployment and maintenance of LawHelp websites.
- Organize and conduct virtual and on-site trainings and workshops.
- Identify and help cultivate new partnerships to support and market LawHelp websites.

Alliance for Community Technology

Ann Arbor, MI

Research Associate

May 2004 – present

- Design and produce e-portfolio system to capture and market student field placement experiences.
- Design collaboration model and web-based toolkit for departmental, student and community partnerships.
- Develop multimedia retrospective on the impact on the Alliance for Community Technology.

Digital Partners Social Enterprise Laboratory

Ann Arbor, MI and Santiago, Chile

Program Development Consultant

December 2003 – June 2004

- Provided business planning and marketing assistance to Santiago-based Comité para la Democratización de la Informática (CDI Chile) for low income Microentrepreneur Technology Center pilot project.
- Wrote business and strategic technology plans and assisted in social return on investment analysis.

Community Information Corps, University of Michigan

Ann Arbor, MI

Research Assistant

May 2003 – August 2003

- Conducted external and strategic assessment through stakeholder interviews and market research.
- Evaluated and redesigned web site and developed content for new site.
- Wrote comprehensive operations manual and made recommendations for strategic technology planning, including a virtual community.

L'Institute de Formation et Development en Informatique

Ann Arbor, MI and Les Cayes, Haiti

Community Needs Liaison / Community Library Project Coordinator

May 2003 – August 2003

- Assessed the information and communications infrastructure of Les Cayes through research and user interviews.
- Managed 3,000 volume print and digital community library development project in Les Cayes.
- Assisted in establishing community cybercafé and providing basic computer training to local volunteers.

University of Michigan School of Information

Ann Arbor, MI

Graduate Research Assistant to Maurita Peterson Holland

September 2002 – April 2004

- Provided digital reference and collection development support to the Internet Public Library.
- Supported instruction of undergraduate seminar on community-building in online environments.
- Assisted in needs analysis and consulting for Little Big Horn Tribal College Library (Crow Agency, MT).

Women’s Development Institute and Maine Women’s Lobby

Augusta, ME

Director of Development and Communications

January 2001 - August 2001

- Developed and managed communications and development strategies for affiliated nonprofit organizations.
- Instituted and managed development tracking systems.
- Advised statewide women’s policy coalition on communication and technology strategies.

Women’s Development Institute and Maine Women’s Lobby

Augusta, ME

Program Assistant

April 1998 - December 2000

- Edited and designed newsletter, policy briefs, legislative alerts and fundraising materials.
- Managed membership and legislative databases.
- Coordinated the Women’s Leadership Project, Women’s Political Leadership Forum and other education programs.

Common Courage Press

Monroe, ME

Marketing and Production Manager

October 1995 - January 1997

- Prepared press releases, flyers, catalogs and book jacket copy for leading independent publisher.
- Coordinated editorial, production and design processes.

Graduate Course Projects, Presentations and Field Placement Experience

- **E-Communities:** Conducted primary research on social and technical infrastructure of community media web site; presented design recommendations for online community growth and sustainability.
- **Instructional Design for Information Skills:** Designed three-part instructional unit on information literacy and Internet skills for senior citizens.
- **IT and Social Enterprise:** Prototyped and presented a web-based dashboard for monitoring corporate philanthropic investments in nonprofit organizations.
- **Ypsilanti District Library Adaptive Technology Project:** Researched and made recommendations for adaptive technologies to support disabled patron use of digital and print library resources.

Languages

French (proficient), Spanish (basic) and Haitian Creole (basic)