ALISHA D. BAINES

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EDUCATION

1996 – 2000 Reed College Portland, OR
Bachelor of Arts in Biology.

EXPERIENCE

2000 – present Lingo Systems Portland, OR
Desktop Publishing Specialist

- Formatting of translated documents in PageMaker and Microsoft Word
- PDF Creation

2000 Summerbridge Portland Portland, OR
Teacher

- Designed lessons for a Computer Applications class and a Theater Improvisation class
- Taught Computer Applications and theater to students entering 7th and 8th grade
- Worked on a team to plan field trips and events throughout the summer
- Attended daily team and faculty meetings

1997 – 1998 and 1999 – 2000 Reed College *Quest* Portland, OR
Editor in Chief, Layout editor, Assistant Business Manager, Columnist

- Determined the creative direction of the newspaper
- Chaired weekly planning meetings
- Graphic design using QuarkXPress
- Assisted in managing the business affairs of a college newspaper
- Wrote a weekly column

1998 – 2000 Reed Biology Stockroom Portland, OR
Laboratory Preparation, Animal Care, Stockroom Worker

- Prepared solutions and equipment for genetics class laboratory
- Assisted Stockroom Manager with filing, solution making, organizing, aliquoting, and dishwashing
- Cared for *Xenopus laevis* frogs used in developmental biology

1994 – present Josaba Ltd. Minneapolis, MN
Independent Contractor

- Create computer documents for accounting, billing, invoices, client lists, and ordering.
- Maintain and update computer files
- Writing and preparing client mailings
- Website design (www.josaba.com)

TECHNICAL SKILLS

- Operating Systems: Macintosh OS9; Windows
- Word Processing: Microsoft Word; Appleworks 6; ClarisWorks
- Statistics / Spreadsheets: Microsoft Excel; Statview
- Presentation: PowerPoint
- Internet: Netscape; Internet Explorer
- Graphic Design: QuarkXPress; PageMaker; FrameMaker; Photoshop
- Web Design: Adobe GoLive; HTML, iMovie, Adobe Acrobat

INTERESTS

- Playing piano, singing, live theater, movies, baseball, reading, writing, computers