

LYNDON SCOTT

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BUSINESS ADMINISTRATION EXPERIENCE

Editorial Assistant, University of California Riverside, Riverside, CA, Apr 2004 - Present

- Increased efficiency of office during first 6 months. Decreased turnaround time for manuscripts by 14% and number of active manuscripts by 52%.
- Without training, established editorial office at UCR, while maintaining operations of office and working with backlog of several months.
- Manage progress of several hundred scientific manuscripts submitted for publication.
- Responsible for displaying journal's commitment to professionalism and efficient service in all materials transmitted to international authors, reviewers and journal production office.

Operations Support Specialist, Institute for Security Technology Studies at Dartmouth College, Hanover, NH Mar 2003 – Feb 2004

- Updated and maintained Institute directories and personnel lists. Created and updated registers, spreadsheets, bulletin boards and databases.
- Assisted Information Manager in tasks related to records management.
- Dealt extensively with complicated video teleconferencing (VTC) equipment. Served as reference for anyone with problems running equipment and aided in design of intuitive user interface for equipment.
- Helped create relational database encompassing all Institute directories and personnel lists.
- Created and maintained intranet site for Institute.
- Involved in creation of 200 'mock' news stories for national cybersecurity simulation. Created HTML template to deliver documents with legitimate news sources look. Converted all documents to HTML.
- Created documents / procedures to improve efficiency of office. Created several user-friendly manuals for digital cameras, projectors, VTC equipment, and computer programs.
- Created and updated inventory of VTC equipment and artwork of Institute. Utilized digital photography. Edited photos and created visually appealing format for document.

Systems Administrator / Intranet Designer, Mar – Sep 2002

J&K Sales Associates, Manchester, NH

- Improved efficiency of inside sales team. Increased usability and functionality of intranet by promoting use of new software and creating logical flow / structure for site. Provided employees with training and software support. Created forms and templates for staff use. Instrumental in company being named "2002 Rep of the Year" by industry trade magazine.
- Provided ongoing computer support and troubleshooting. Documented hardware and software problems. Maintained, upgraded or replaced hardware and software systems. Installed and configured workstations.

NYRA Store Manager, New York Racing Association, Saratoga Springs, NY, Jun - Sep 2000, Jun - Sep 2001

- Managed maintenance / setup of NYRA Store facilities, including physical store structures, telephone and computer systems, office / stock room areas and related equipment.
- Oversaw staff of 18 employees.
- Developed reports and worked with purchasing department to order inventory, supplies, and equipment.
- Trained staff in use of Office and Retail Star. Worked with software developers (CAMDATA Systems) and NYRA Information Systems Manager to trouble-shoot Retail Star.

ADDITIONAL EXPERIENCE

Web Designer / Consultant, Dec 2000 - Present

EDUCATION

Skidmore College, Saratoga Springs, NY, Bachelor of Science, May 2001

- Management & Business Major and Studio Art Minor

COMPUTER SKILLS

- MS Excel, Word, Access, PowerPoint, Outlook, FrontPage; Macromedia Dreamweaver, Fireworks, Contribute and Flash; HTML; Cascading Style Sheets; Adobe PhotoShop, ImageReady and Acrobat; PHP; FileMaker Pro.