

CHARLITA WALKER

PROFILE

Seeking involvement that requires applying combinations of technical skill and creative interests for enhancing digital literacy; self-image support; and for coordination of creative community efforts for workforce development.

Current involvement includes digital literacy certificates presented to participants in Microsoft Unlimited Potential for computer, digital media, internet, webdesign, and Microsoft Office. Freelance work from self-managed URL and webconference service emphasizes computer skill set training with individuals and groups at <http://www.imagenisis.net/>

Human services career with child welfare emphasis involved project creation and management, policy interpretation, technical writing, and communication skills to assure the delivery of quality services to targeted groups with government and child welfare requirements. Technical skills were directed toward the author of policy and instruction manuals designed to support service delivery.

EXPERIENCE

Imagination LLC- July 2009 thru September 2010 -

- Instruction for Microsoft Unlimited Potential computer lab
- Webconference online instruction at customer request by subscription

*GENESEE COUNTY COMMUNITY ACTION RESOURCE DEPARTMENT (GCCARD, Michigan)
- July 2007 thru September 2010 -*

Content development and instructions for CONNECTIONS, adult education basic computer skills

Christ Enrichment Center Flint Michigan – 2006

Content development and instructions for CONNECTIONS, adult education basic computer skills

*Beecher Community Schools - Genesee Intermediate School District (GISD) Bridges to the Future
2003-2004*

Introduction to Webdesign content development with Macromedia Studio MX for middle scholars

PROFESSIONAL EXPERIENCE

MICHIGAN FAMILY INDEPENDENCE AGENCY (MICHIGAN DEPARTMENT OF HUMAN SERVICES - DHS) 1969- Retired October, 2002

15700 Silver Parkway Apt#203 Fenton, MI 48460 T: 810-919-0767

H: 810-714-3154 w: <http://www.imagenisis.net>

CHARLITA WALKER

Title: Manager/Analyst, Foster Care Policy Development (1995)

Civil Service Classification: Departmental Manager 13

1. Coordinated activity for intranet and internet versions of the Children's Services policy manuals. "Coaching" 12-15 writers with Adobe FrameMaker.
2. Technical writing and input coordination for intranet software instruction manual for SWSS FAJ (Services Worker Support System)
3. Supervised Resource Program Analysts 12 - specialists responsible for coordinating a variety of initiative

TITLE: Administrator, Children's Division Volunteer Services (1972)

Civil Service Classification: Resource Program Analyst 11

- Assessed, developed, maintained and evaluated opportunities for citizen involvement in child welfare service delivery which included supervision of up to 140 volunteers.
- Coordinated marketing strategies for recruitment and special events, including festival project with unexpected second-year contribution to foster children
- Collaboration on logo/concept design that resulted in international advertising award (CLIO) for the artist.
- Created, developed and delivered orientation/in-service sequences with expert consultation and/or assistance including family, clerical, library operation, speakers bureau, and public service marketing.

EDUCATION

FORMAL EDUCATION

Bachelor of Arts, Psychology, University of Michigan School of Literature Science & Arts - 1969

(Regents-Alumni Scholar) Skills

University of Michigan, Rackham School of Social Work - Fiscal Management & Performance

Evaluation 1979 (non-degree)

CONTINUING EDUCATION - Operating Systems and Software Support

- Apple One-to-One for Mac OSX Leopard and developing interactive online training with Keynote 2009
- Curriculum guidelines for Microsoft UNLIMITED POTENTIAL including fundamentals with certificate awards to participants
- Specialized software assist includes introductory PHP/MySQL; W3C standards for HTML 4.0; permission-based marketing; Adobe Systems-Creative Suite 3 Premium - Flash, Photoshop, Dreamweaver, Acrobat for PDF creation, Digital Editions for PDF and ePub documents; computers in human services.
- Macromedia (Adpbe) FLASH MX animation and Dreamweaver web design, 12/2003

EMPLOYMENT REFERENCES

Provided Upon Request

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w: <http://www.imagenisis.net2>