

# JANEL ELAINE DEPEW

## PROFILE SUMMARY

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### **Project Management – Data Analysis – Communications Specialist –Graphic Artist – Web Designer**

Innovative professional with extensive experience in team leadership and facilitation, communications, problem solving/data analysis, reporting, project management and multi-media communications. Excel in managing multiple projects concurrently with strong detail, problem solving, and follow-through capabilities. Demonstrated ability to recruit, motivate, and build cohesive teams that achieve results. Highly skilled in analyzing and categorizing data for trend identification, statistical control, process mapping, root cause analysis, and change management. Superb written communications, interpersonal, and presentation skills. Creative, graphic artist for creating and designing brochures, flyers, advertisements, presentations and websites.

## WORK EXPERIENCE AND ACCOMPLISHMENTS

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**June 2006 – current SEHS, UM-Flint**

**Flint, MI**

### **Communications & Data Specialist**

- Technology Coordinator for NCATE Accreditation – project management application, critical web and email communications, assessment instruments and relational database for reporting.
- Web Maintenance and technology development for online forms/surveys, database applications and report generation for all SEHS departments including relational databases (MS Access, MySQL, MSSQL), SharePoint Intranet development, and customized programming in ASP, PHP, JAVA.
- Design flyers, brochures, advertisements, administrative presentations and video production for web streaming for all SEHS departments and programs (Adobe Photoshop and Illustrator).

**2004 - current SavvyWeb.biz**

**Reed City, MI**

### **Owner/Operator**

- Design and implement custom website applications for universities, state and non-profit organizations (including Beecher Community Schools, University of Michigan-Flint, Grand Valley State University, Freedom to Learn Laptop Initiative, and the Michigan ACE Network for Women in Higher Education). Portfolio can be viewed online at <http://www.savvyweb.biz>
- Extensive experience in creating Joomla content management systems with follow-up support in training users to keep their web sites dynamic.

**2001 - 2004 Ferris State University**

**Big Rapids, MI**

### **State Periodic Review Coordinator and College of Education Webmaster**

- Gathered, analyzed and reported supporting data and narratives for State teacher program approval and began formal training for moving towards national accreditation.
- Analyzed and reported MTTC test results and acted as a liaison to the College of Arts and Sciences for subject area program approval and improvement.
- Created and maintained database for Teacher Certification Office to track student's efforts and final passing of the state certification requirements.

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- Maintained all teacher education program information for distribution and use in presentations, advising and the university catalog.
- Primary investigator for a Career & Technical Education Improvement Grant from the Michigan Department of Career Development (facilitated board meetings, published a bimonthly, online newsletter, prepared online surveys and reported data, and developed an online discussion board for CTE educators).
- Webmaster for College of Education and participated in the University Web Initiative Team.

**1998 - 2000    Yoplait/Colombo, General Mills                      Reed City, MI**

**Quality Regulatory Operations**

- Assisted in developing MS Access database for finished product sampling that replaced older Y2K non-compliant database which allows for better data retrieval and report generation.
- Deduced consumer complaint data to actual manufacturing lines and then facilitated troubleshooting sessions with individual "line teams" which resulted in 33% decrease in consumer complaints from the previous year.
- Initiated correlating the data from several in-house tests to compare relationships, identify adverse trends and implement improvement strategies.
- Developed and presented employee training programs in Good Manufacturing Practices and Understanding Consumer Complaints.
- Recovered a failing process of managing defective raw materials/supplier issues by establishing a cross functional team and facilitating a mapping of the work process for standardization and creating a public database for complaint communication and disposition.
- Assertive and firm decision making on a daily basis for issues surrounding finished product quality versus manufacturing demands.

**1989 - 1998    Dow Chemical Company                      Midland, MI**

**Laboratory Supervisor, Technical Service, and Product Development**

- Managed resources (5 lab personnel and laboratory equipment) to provide efficient and quality customer service and development of pharmaceutical preparations with a supplies budget of \$50,000/year and a capital expense budget of \$150,000/year.
- Managed and completed multiple development/customer service projects in pharmaceutical formulation by focusing on prioritization and change management.
- Provided experimental design concepts and data analysis for projects that were highly complex in order to determine significant findings in drug dissolution systems (JMP/Statgraphics).
- Performed bulk pharmaceutical process development on contract and ran organic lab and pilot plant scale operations.
- Professionally represented corporation by presenting technical papers and operating product booths at national conferences.
- Interacted directly with customers to identify opportunities to incorporate our products.
- Participated in marketing strategies and development of annual business objectives.

## EDUCATION

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**2009-current Kaplan University Online, IA**

10 credits completed towards BS Organizational Communications

Current Term – 10 credits (Interpersonal Communications and Technical Communications)

**2003-2004 Ferris State University, Big Rapids, MI**

9 credits in Visual and Web Media

**2000-2002 Baker College, Cadillac, MI**

9 credits in Business Administration

**1995 Central Michigan University, Mt. Pleasant, MI**

12 additional credits - finished mathematical and chemistry requirements for BS Chemistry degree

**1987-1989 Ferris State University, Big Rapids, MI**

*A.A.S. Industrial Chemistry Technology*

## REFERENCES

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**References and Letters of Recommendation are readily available upon request.**