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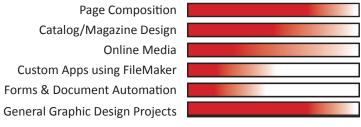
http://tinyurl.com/hs2w356 in

# https://pointnclickpublishing.wordpress.com/

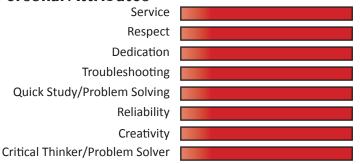
Regina Rexrode

I am an experienced and dedicated professional who is able to communicate effectively, learn quickly, and accomplish projects with creativity, enthusiasm, and dedication which enables me to bring value to your company or organization. As a result, I offer a versatile set of skills and services that enable me to align with various types of clients. If it's books or other types of publications, I am an excellent compositor. Need someone to help develop and design training manuals? I I've done that too! Want to streamline the process of inputing repetitive data into forms or documents? A custom app is what you need! Looking forward providing my service to you!

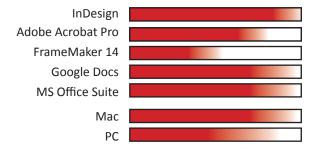
# **Skills & Services**



# **Personal Attributes**



# **Software Application Skills**



# **Achievements and Organizations**

### Forum Foundation Educational Grant

Awarded funding from Donors Choose for successfully having students complete a Programming Course.

### Noblesville Schools

Committee member/consultant for District **Elementary Technology Standards** 

### Delta Sigma Pi Alumni

Epsilon Xi Chapter - Ball State University

# St. Vincent de Paul Society - Noblesville

Created and developed a Client/Food Pantry Database Solution using FileMaker Pro

# **Work Experience**

#### Present

Owner

Point n' Click Publishing

### Accomplishments

- Provide interior layouts for technical books, textbooks, instructors manuals, catalogs, etc.
- Provide interactive design for magazines and on-line catalogs.
- Develop custom apps to streamline the process for inputing repetitive information included in documents and forms.

### 2010-2015

Technology Para-Professional Instructor Noblesville Schools, Stony Creek Elementary

### Accomplishments

- Created learning program and instructed over 600 students on computer and programming skills; students created interesting projects to reinforce learning.
- Maintained accurate student records and passwords using a database I designed.
- Followed the ISTE and Common Core standards when developing new curriculum for K-5.

### 1996 - 2014

Publishing Compositor / Tech Admin Pearson and Wiley Publishing

### Accomplishments

- Provided interior page layout for many **Pearson** imprints
- Production Trainer for Macmillan/Pearson
- Technical Support administrative role for Wiley Publishing - created and developed an internal database to assist techs

## Education

1992

Bachelor of Science, Office Systems Administration **Ball State University**