

# Diane Cook Donovan

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## EDUCATION

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### HARVARD UNIVERSITY EXTENSION SCHOOL, CAMBRIDGE, MA

Currently accepted as a degree candidate for Master of Liberal Arts in  
Extension Studies with a concentration in Information Technology

### UNIVERSITY OF VERMONT, BURLINGTON, VT      B.S., Computer Science, Electrical Engineering minor

## EXPERIENCE

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### 2011-present                      STATE OF VERMONT AGENCY OF TRANSPORTATION                      MONTPELIER, VT *Systems Developer*

- Develop and maintain programs using [Visual Studio](#), [Visual Basic](#), [Access](#), Web-based tools, and [SQL](#) and [Oracle](#) based databases. Develop new and modify existing programs and systems, documenting and completely testing and validating for accuracy before submitting to user. Assists users with application functions.

### 2002-2011                      THE TRUSTEES OF RESERVATIONS                      BEVERLY, MA *Consultant to the Director of Structural Resources and Technology*

- Collaborated with the Director to design, build and fill a database of structures statewide in order to track deferred maintenance. The database was initially written using [MS Access](#) and later converted to a web-based [MySQL](#) database accessed with [PHP](#) coding. Recently added functionality to the Structures Database to track building energy use. (2002-present).
- Project Manager for the "Green Team" to evaluate the Trustees' carbon footprint, supervising two summer interns compiling energy usage data. (2008).
- Created [MS Access](#) database to issue vehicle permits on Martha's Vineyard properties (2007).

### 2009-2011                      THE TRUSTEES OF RESERVATIONS                      NORTH ANDOVER, MA *Consultant to the Ecology Program Manager*

- Using [XHTML](#), [CSS](#), [MySQL](#), [PHP](#) and [jQuery](#), created and deployed an online database for observations of rare species across Massachusetts.

### 2005-2011                      THE TRUSTEES OF RESERVATIONS                      LEOMINSTER, MA *Consultant to the Director of Planning & Stewardship*

- Designed, built and deployed an online database for management plan implementation schedules for each property as well as routine maintenance plans. The database is written using [MySQL](#) and accessed with [PHP](#) code.

### 2009                      BRATTLEBORO UNION HIGH SCHOOL                      BRATTLEBORO, VT *Technical Assistant*

- Working with the Technology Coordinator, deployed 105 new Windows laptops to teachers and redeployed the used laptops for other uses within the school.
- Imported information from the [SASI](#) database to the newly acquired [PowerSchool](#) database.

### 2009                      U.S. CENSUS BUREAU                      ARLINGTON, MA *Enumerator - Lister*

- Address Canvassing, interaction with residents; mastered use of specialized hand-held computer.

2005-present WINCHESTER HISTORICAL SOCIETY WINCHESTER, MA  
*Consultant*

- Implemented [PastPerfect](#) image management software scanning historic images from the archival collections into the database with a team of volunteers at the Town Archives as part of a Cultural Council Grant.
- Data entry of membership into the Society's new [PastPerfect](#) software.

2001-2002 THE TRUSTEES OF RESERVATIONS IPSWICH, MA  
*Consultant for Historic Resources in the Northeast Region*

- Scanned 25 deteriorating photograph albums personally compiled by Francis R. Appleton, Jr. (from 1895), in order to preserve the historic images and his hand-written captions.

1992-2001 MARY MCKENNA & ASSOCIATES, INC. WINCHESTER, MA  
*Associate for Architectural Firm*

- Supported the architectural work of the firm with presentation preparation, model building, preparation of field notes, specifications and schedules, production of reports and organization of contract documents.
- Created, produced and maintained the firm's website using [HTML](#) code and [Adobe ImageReady](#).
- Researched the history of properties at local building departments, libraries, historic societies, registry of deeds and on-line.
- Created and produced a [PowerPoint](#) presentation of the Little Holme project, using drawings, construction & professional photos, and historical research for the *2000 Restoration and Renovation Conference*, Boston.

*Project Assistant*

- Managed and designed computer applications and networking and was responsible for information management procedures.
- Produced marketing materials, investigated public and private design opportunities and maintained client and consultant relations.

1983-1987 U.S. DEPARTMENT OF DEFENSE - NATIONAL SECURITY AGENCY FORT GEORGE G. MEADE, MD  
*Associate Computer Scientist*

- Member of system design team in the research organization.
- Worked from early analysis of system requirements through implementation of the design.
- Received several awards for individual contributions.

1982 INTERNATIONAL BUSINESS MACHINES (IBM) ESSEX JUNCTION, VT  
*Engineering Assistant*

- Assisted electrical engineers and programmed software to evaluate tools, product and manufacturing process through the line.

**PERTINENT SKILLS**

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- Trained as a programmer and familiar with web page programming in XHTML, CSS, PHP, JavaScript, jQuery, XML, ASP, Visual Basic, Dreamweaver, Eclipse, Visual Studio, SQL Server as well as SQL/MySQL/ Oracle database development.
- Adept at quickly learning new systems, applications and programming languages.
- Skilled in Windows PC computer systems and numerous applications including [Microsoft Office](#) ([Word](#), [Excel](#), [PowerPoint](#), [Access](#)); and graphic design applications including [Adobe Photoshop](#), [Flash](#), [DreamWeaver](#), and [Premier Pro](#).

## COMMUNITY SERVICE

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### WINCHESTER HISTORICAL SOCIETY

- Web Designer for the society's website
- House Tours docent & Town Day Trolley Tour organizer

### WINCHESTER TOWN ARCHIVES

WGBH and "THIS OLD HOUSE" docent for Milton House Project Tours

WINCHESTER FIRST CONGREGATIONAL CHURCH - Outreach Commission & Choir

## INTERESTS

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ENVIRONMENTAL ISSUES, HISTORY, ARCHITECTURE, GENEALOGY, NEEDLE ARTS, MUSIC.

## CONTINUING EDUCATION

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Multimedia Communication: Digital Storytelling (2013) -- Harvard Extension School

Developing Interactive Media (2012) -- Harvard Extension School

MS2310D Developing Web Applications Using MS Visual Studio 2008 SP1 (2011) – KnowledgeWave

Developing Web-Based Database Applications (2011) – Harvard University Extension School

Intro to Computer Science using JAVA I & II (2010-2011) – Harvard University Extension School

Building Dynamic Websites (2010) – Harvard University Extension School

Joomla! Day New England (2010) – Marlborough College

Web Content Management Systems Site Development (2010) – Harvard University Extension School

Flash CS4 (2010) – Cambridge Center for Adult Education (CCAЕ)

jQuery Conference '09 – Microsoft Cambridge (2009)

SEO & Email Marketing (2009) – Constant Contact and Brick Marketing

Advanced Coding Topics: jQuery Enhanced Interaction Design (2009) -- (CCAЕ)

Advanced Coding Topics: XHTML/CSS (2009) -- (CCAЕ)

Dreamweaver CS3 (2008) -- Cambridge Center for Adult Education (CCAЕ)

PastPerfect and Town Archives Training (2004) – Town of Winchester

Dynamic Web Pages using PHP and Apache Server (2003) – IEEE with Qualware Instruction

The Conference for Adobe Photoshop Users (2000) – CompuMaster

Web Page Design for Design Professionals (1998 & 1999) – Build Boston

Digital Imaging (1996) – Cambridge Center for Adult Education (CCAЕ)

Introductory Courses in Architecture (1987-9) – Boston Architectural Center

Pre-architecture program (1986) – University of Maryland