

# Dianne Levy

*Dianne@DianneLevy.com / Dianne@MarinEStudios.com*

*Organized professional well versed in all office procedures, including marketing (eMarketing), public relations, newsletters, Web design, content development/optimization (SEO), social networking. Software includes Microsoft Office Suite, Dreamweaver (HTML, CSS, scripts) and Photoshop. Typing speed: 90+ wpm. Substantial background in community projects include The Chronicle Season of Sharing Fund, Great Outdoors Adventure Fair, Amazon Animal Orphanage and Marin Family Action. World Traveler: 30 countries and dozens of states. References/Additional information: [www.linkedin.com/in/diannelevy](http://www.linkedin.com/in/diannelevy)*

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**Marin Family Action (non-profit), San Rafael, CA** **2009-Present****Web Designer/Board of Directors/Financial Trainer**

- Web site, online forms for families needing financial advice, newsletters.
- Assist with grant preparation/presentations.

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**MarinEStudios** **2002-Present****Small Business Consultant/Web Designer**

- Assist companies with short-term, long-term needs: Web sites, (design, content development, photography), marketing, eMarketing, social networking. SBA NxLevel Certification, NAR eMarketing Pro Certification.
- Web Sites include: AmazonAnimalOrphanage.org, HomeySF.org, TeambuildingThatWorks.com (Four Winds Ropes Courses), HewettsLandscaping.com, MarinFamilyAction.com, MaritimeHeritage.org, PriscillaRoyal.com, SaylorRestaurantAndBar.com, SweetwaterSpectrum.org, WeClean123.com, WisdomToChange.com

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**First California Realty, Inc., Sausalito, CA** **2006-2010**

**Licensed Assistant and eMarketing Pro:** Reduced ad budget from \$50k to less than \$15k by instituting and managing a switch from print to low-cost Web Marketing. Results: Increased international visibility. 2008 sales were \$3.8 million over 2007.

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**The Maritime Heritage Project/International Harbors** **1998-Present****Founder/Director/Researcher (MaritimeHeritage.org / InternationalHarbors.com)**

- California 501(c)3 dedicated to preserving San Francisco's shipping history. Highly regarded internationally by educators, researchers, historians, librarians, genealogists, authors, etc.
- Site accessed by millions of people worldwide. Features 160 link-backs from noted organizations.

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**San Francisco Chronicle, San Francisco, CA** **1978-2002****Executive Director, Season of Sharing Fund and Director-Special Projects**

- Season of Sharing Fund: Named and managed the project for 16 years during which time SOS became the most successful media fundraiser in the U.S. on a per capita basis.
- Great Outdoor Adventure Fair: Three-day environmentally responsible event with a special in-paper section, 100+ exhibitors, 40 adventure speakers, and 25,000 visitors.
- Photographer, Editorial Assistant, Assistant to Book Editor, Content Editor at Chronicle Videotext.

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**American Orient Travel, San Francisco, CA**

**Travel agent:** Coordinated art tours of Japan led by Professor Chiura Obata, U.C. Berkeley. Tours included Hong Kong and early travels to Angkor Wat, Cambodia.

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## **EDUCATION AND TRAINING**

- University of California, Berkeley: English Literature
  - Worcester College, Oxford University, Oxford, England: 19th Century English Literature
  - College of Marin, Kentfield: English Literature, Computer Science, Desktop Publishing
  - World Travel: Dozens of states and British Columbia, Mexico/Baja, Costa Rica, Jamaica (and most of the Caribbean), Hong Kong, Japan, Thailand, Australia, Cook Islands, New Zealand, Bora Bora and Moorea), England, Wales, Channel Islands, Ireland, Holland, France, Greece, Turkey, Italy
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## **CERTIFICATIONS**

- Small Business Association NxLevel
  - National Association of Realtors ePro Marketing
  - HSBC Financial Education Trainer (Your Money Counts)
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## **COMMUNITY OUTREACH**

- Member, Board of Directors, Marin Family Action
  - Member, California Writers Club
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## **SOFTWARE, INTERNET APPLICATIONS**

- Microsoft Office Suite: Word, Excel, Adobe Acrobat (PDFs)
  - Web Design: Dreamweaver, HTML, CSS, JavaScript, Photoshop
  - iContact and ConstantContact eMarketing systems
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## **AWARDS/PRESENTATIONS**

- Heart of Marin Awards Nomination: Volunteer of the Year
  - California National Photographers Association
  - California Book Publishers Association
  - Scholastic Award for The Maritime Heritage Project
  - Cited by American President Lines for contribution to preservation of S.F. Maritime History
  - Award from the City of San Francisco for management of The Season of Sharing Fund and The Chronicle Fourth of July. (A proclamation signed by Mayor Willie Brown named July 4, 1999 "Dianne Levy Day" in San Francisco)
  - Acknowledgements from Bay Area counties for work on the Chronicle Season of Sharing Fund
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## **MARKETING PUBLICATIONS**

- PDF Guides: "Preparing For Your Internet Success," "Wisdom To Change Workbook," "Web Marketing: An Introduction," "The Science of Getting Rich"
- Outdoors in the Classroom (150 pages). Workbook distributed by The San Francisco Chronicle through "Newspapers in the Schools" program. Utilized by 10,000 students.
- Great Outdoors Adventure Fair Guide. Special Tab Pub. (28 pages). Editor, writer, photographer