

LAUREN A. LARSON

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PROFILE: Creative and organized consultant, manager, lawyer, writer, and designer with expertise in:

- Multi-issue research, writing, and editing
- Graphics and desktop publishing
- Website design, development and maintenance
- Rapid absorption and effective use of technology
- Creative problem solving for small businesses and non-profit organizations

EDUCATION

Duke University School of Law, J.D. with Honors, 1984
Miami University, Ohio, B.A., English Journalism/Political Science, Cum Laude, 1981

TECHNICAL SKILLS

Website and Internet: Skilled in Dreamweaver, HTML, CSS, CuteFTP, Eudora, some experience in Flash, JavaScript, RSS, Cold Fusion and other special purpose software.

Design: Skilled in Adobe InDesign, PageMaker, Corel Draw and PhotoPaint, experience in Adobe Illustrator and PhotoShop.

Other: WordPerfect, Microsoft Office (Word, Excel, Access, and PowerPoint), QuickBooks

PROFESSIONAL EXPERIENCE

RIGHT BRAIN COMPUTING, Alexandria, VA

1994 to Present

Business Owner / Designer / Writer

Started and manage sole proprietorship that provides Web site development and maintenance, research, writing and editing services, and publication production and design for legal, non-profit and small business organizations. Representative current and past clients include:

Ethics Resource Center Washington, DC
Current projects: Write and produce electronic newsletter; ghost-write and edit President's columns for national compliance newsletter; write, edit and produce other publications and handle special projects as requested.
Previous projects: Part-time staff until 2007. See work history below.

The American Century Theater Arlington, VA
Current projects: Design and maintain professional theater website; design electronic mailings; create graphics for publications and website.
Previous projects: Designed and edited print newsletter; created contact database; designed programs, study guides, props and ads.

ProEthics, Ltd. Arlington VA
Current projects: Design and add current commentary to website that also has online forum and RSS feed; design and maintain company brochure-type website, including recommending updates and improvements.
Previous projects: Designed logo, materials, contacts database.

Representative past projects and clients:

Recipes for Action, DC Designed and updated website monthly; produced monthly electronic newsletter; designed promotional materials; assisted with business plan; developed controlled vocabulary indexing system for articles and books.

Commonwealth CLE, VA Designed website with shopping cart for online seminar registration.

The Halpern Group, NJ Designed newsletter, ads, promotional materials; created websites; developed database; provided technical support and consulting.

Calvary Learning Center & Teatro de la Luna, DC Created database and provided training for low-income child development organization; designed database for associated theater group.

Association of Trial Lawyers of America, DC Designed and populated database, including indexing and abstracting thousands of legal documents for association document depository.

PREVIOUS WORK HISTORY

ETHICS RESOURCE CENTER, Washington, DC 2000-2007

Webmaster and Publications Editor (as both contractor and part-time employee)

Designed and maintained large, multi-subject websites for national ethics association, including developing online database of articles. Researched, wrote, and produced monthly electronic newsletter on a variety of ethics related topics. Research and wrote regular ethics column for association President. Wrote, edited, designed and/or produced other publications, including 2004 Annual Report. Wrote and edited press releases and marketing materials. Provided technical and legal advice to staff.

ASSOCIATION OF TRIAL LAWYERS OF AMERICA, Washington, DC 1985-1994

Associate Director, Policy Research 1993-1994

Built new research division in Public Affairs Department of highly visible legal association, including designing and documenting legal policy-oriented database and performing/coordinating research.

Co-Director, ATLA Exchange 1991-1993

Shared operating responsibility for profitable 22-employee legal database research service processing over 9,000 requests annually. Developed budgets, departmental policy and long range plans; created new services; wrote and edited marketing pieces and newsletter; represented the department at membership meetings; hired and managed staff.

Assistant Director, Systems and Product Development, ATLA Exchange 1989-1991

Managed legal research service to increased profit margin and improved product quality. Designed and maintained databases; wrote newsletter articles; developed budgets and long range plans.

Database Manager, ATLA Exchange 1987-1989

Loaded and maintained database of 100,000+ records; developed tracking, billing and data entry process; trained staff; and solved database related problems. Retained duties of staff attorney.

Staff Attorney, ATLA Exchange 1985-1987

Performed research on chemicals, consumer products, premises liability and legal issues using traditional and computer research methods. Wrote columns for legal magazine.

PUBLICATIONS

- Monthly Compliance Week ethics columns for non-profit president, August 2006 to present
- Ethics Today newsletter, 2001 to present
- Trial magazine columns, 1985 to 1987
- "Comment: Beyond Conventional Education: A Definition of Education Under the Education for All Handicapped Children Act of 1975", 48 Law and Contemporary Problems 63 (Spring 1985)

MEMBERSHIPS AND COMMUNITY ACTIVITIES

- Virginia State Bar (since 1986; currently inactive)
- Wrote 18-page brief winning short-term disability appeal for FCPS teacher
- Cub Scout, Den 5, Art projects and instruction, 2006-2007
- Eagle's Wings community/church/elementary school partnership, 2005-2006, Tutor
- Wildlife Rescue League, Injured wildlife transporter, 1998-2001
- Literacy Council of Northern Virginia, tutor, computer lab aide, newsletter design, 1991 to 1996
- Volunteer work for other community groups, including The Arlington Players, Audubon Society, American Red Cross, and American Cancer Society
- Regional Volleyball Leagues, 1987 to present