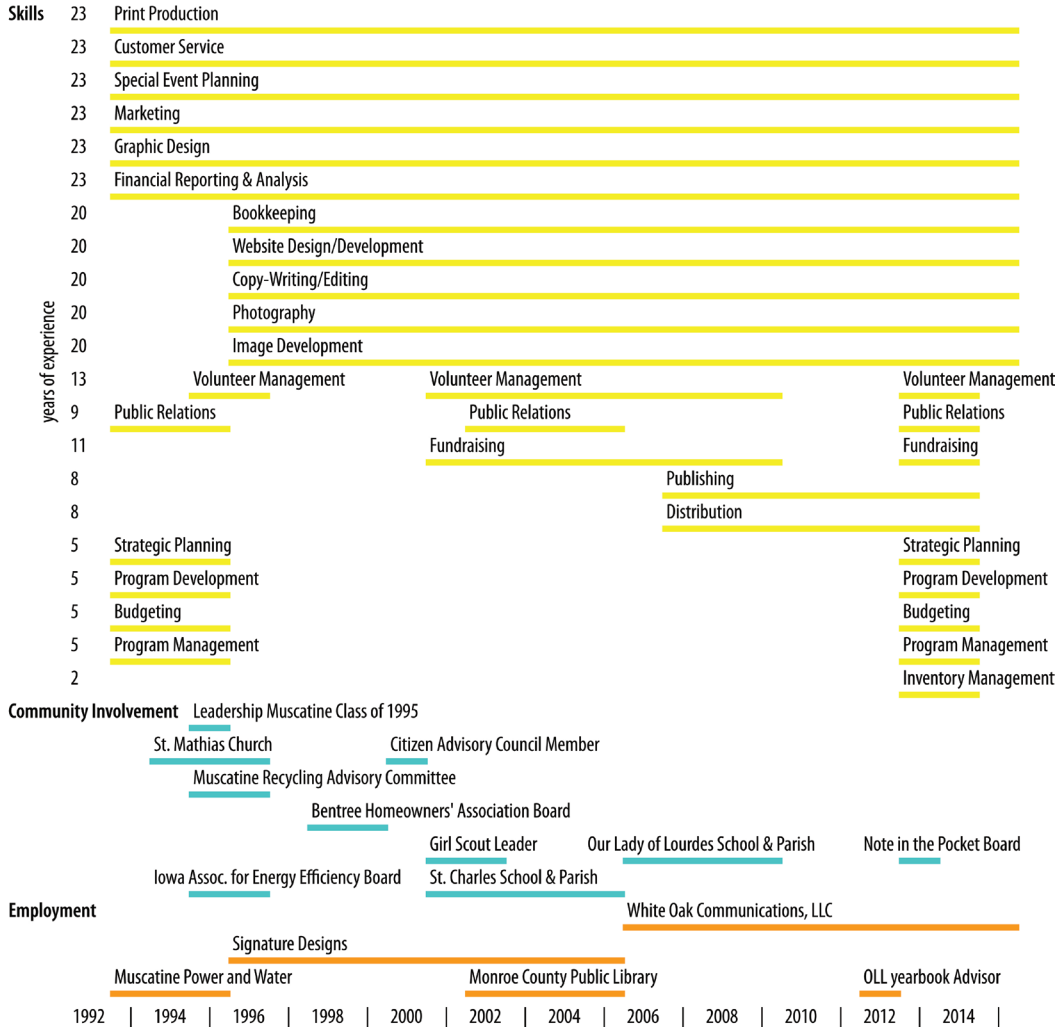



Rhonda CLERKIN

6713 Candlewood Drive
Raleigh, NC 27612
(919) 676-5707
rclerkin@whiteoak-llc.com


Experience



Education

 BA with major in Sociology and interdisciplinary concentration in Technology Studies, conferred, with honors, May 1992.

Intel Foundation Noyce Summer Internship, Community-Based Energy Management. Summer 1991.

 Course work toward BA with major area of study in Chinese. September 1988 - March 1990.

Computer Skills

Proficiency with PC and Macintosh operating systems. Fluency in use of various graphic and web design, e-mail marketing, social media, CRM, scheduling, database, statistical analysis, word processing, and spreadsheet programs and platforms.



Highlights & Key Accomplishments



White Oak Communications, LLC

Built a well-respected company that encompasses my graphic design work and niche-market publishing. I publish, market and distribute two very popular glider flight training textbooks and a marriage enrichment workbook. I also provide graphic design services on projects ranging from newsletters to wedding invitations. My clients include individuals, corporations, educational institutions, and community organizations. I manage all aspects of daily operations including bookkeeping, customer service, shipping, and financial reporting.

Note in the Pocket, Inc

Involved in the growth of this all-volunteer organization from a church ministry to a registered 501(c)(3) nonprofit. Implemented awareness, volunteer, and fund development programs. Created the organization's logo, designed print materials, and enhanced the organization's website to incorporate volunteer scheduling, partner registration, and clothing referrals. Developed the infrastructure to process and deliver an increasing inventory of donated clothing. Raised funds through grants, direct asks, and web campaigns. Crowdfunding campaign raised nearly \$30,000 in Nov 2013.



Our Lady of Lourdes School

Won a National Yearbook Program of Excellence Award from Jostens for leading a volunteer student and parent staff in the production of an inclusive and thorough overview of a year in the life of kindergarten through eighth grade students at Our Lady of Lourdes School. Conveyed the principles of design, reporting, photography, and time management to middle school students.

Muscatine Power and Water

Developed and implemented Demand Side Management and related energy efficiency programs for local municipal utility customers. Also planned and designed the utility's external communications programs. Introduced new utility mascots, "Splash & Glow" through community events and school visits.

Scan for traditional resume or go to www.WhiteOak-LLC.com for graphic design portfolio.

