

**CLAIRE R. WINNICK**  
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## **SUMMARY**

Creative web designer/producer with a passion for the Internet. High degree of proficiency with Web and Internet software with expertise in web design. Proven ability to effectively apply varying and evolving style guides to new and existing web pages. Microsoft Office User Specialist Expert Certification in Access. Project leadership, systems analysis & implementation; development of written policies and procedures. Detail and process oriented with a problem-solving attitude. A fast learner, with excellent interpersonal and communication skills.

## **TECHNICAL SKILLS**

- HTML / FTP
- Microsoft Office / Project
- SQL
- ASP / CSS
- Database
- PhotoShop
- Visual Basic
- Multimedia
- Visual InterDev / Source Safe
- ImageReady
- PERL / JavaScript
- Internet / Intranet / e-commerce

## **PROFESSIONAL ACCOMPLISHMENTS**

### **C. WINNICK WEB DESIGNS & CONSULTATION - San Diego, California** **1999 - present** *Owner; Computer Consultant*

- Work with individuals and businesses on both short term and long term basis to design, develop and manage web sites, databases and spreadsheets.
- Serve as Webmaster to various websites, designing, creating, updating, maintaining and managing the information content, as well as manage the computer server and technical programming aspects of Web sites.
- Create/update pages and websites to put on a separate company's server, as well as the ability to set up and run a web server locally.
- Provide PC setup and installation services for businesses and home users. Coordinate the transfer of data and personalized settings from old computer to new.
- Deliver customized private instruction and assist with a wide range of software applications.
- Ongoing technical support for websites, applications, operating systems, networks and hardware.

### **AMERICA ONLINE - San Diego, California** **2000 - 2001** *Producer*

- Coordinated and designed user interfaces for new web-based guides and surveys, and supported, maintained and upgraded existing Internet projects for America Online and business partners, such as Netscape and CompuServe.
- Conceptualized and implemented the creative design, web page layout and usability of the web site, producing effective web designs targeted at both low and high-bandwidth users, and implemented designs consistent with the corresponding product and branding vision.
- Developed key business applications from the concept stage through testing, rollout, ongoing maintenance and upgrades.
- Performed hands-on system work, project oversight and coordination management which brought together participation of various areas in the fast paced team environment.
- Handled multiple tasks under tight deadlines and communicated design concepts clearly to team members and clients.

**GREENPOINT CREDIT CORPORATION - San Diego, California**  
*Senior Vice President*

**1989 - 1999**

**Land/Home Financing**

1997 - 1999

- Managed loan origination support center and mortgage servicing support area for 47 regional offices which conducted manufactured housing finance business in the 48 contiguous states using reengineering and business redesign.
- Developed product management, performance measurements and procedures for both centralized support and decentralized operations.
- Structured national training program, including handbooks, and ran seminar sessions.
- Designed and developed Microsoft Access databases for Foreclosure, Appraisers, and Employee Productivity tracking and reporting.
- Formerly Bank America Housing Services.

**National Quality Control Manager, Bank America Mortgage Group**

1993 - 1997

- Directed post-funding Quality Control functions for Bank of America Affiliate residential real estate First Mortgage loans and secondary market acquisitions.
- Designed, reviewed, published and distributed all Quality Control reports nationally. Managed two Quality Control units (Cypress, CA and Richmond, VA).
- Gained experience with SQL, Access, Paradox Database and ReportWriter software applications.

**Senior Credit Risk Officer, Portfolio Manager, BA Mortgage**

1992 - 1993

- Negotiated short payoffs, approved losses, managed high balance delinquencies and other loans to minimize losses; approved revisions and repayment plans to reinstate delinquent loans; settled borrower disputes, coordinated judicial actions and lawsuits.
- Performed loss projection and forecasting utilizing Lotus 123 and Excel.

**Senior Mortgage Underwriter, Security Pacific National Bank**

1989 - 1992

- Assessed lending risk utilizing a common sense philosophy in conjunction with established Bank guidelines.
- Hired, trained, and supervised temporary personnel. Supervised trainees; prepared, reviewed, and revised manuals and reference materials.

**EDUCATION**

1987 - BA Biology, Hofstra University, Uniondale, NY  
Academic Scholarship

MOUS Expert – Access, New Horizons Computer Learning Center, San Diego, CA