

# Megeath Brockway

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**I am a highly creative person with strong organizational, managerial and technical skills, using my strengths and training to make a positive and lasting impact.**

## Strengths and Skills

Organization, creative problem-solving, computer systems & graphic/web design, management, strong communication skills, performance, music.

Proficient in

Web Design and Management  
Graphic Design  
System Design and Implementation  
Database Administration  
Learning management Systems  
Electronic Timekeeping Systems  
Document Management systems  
Employee and Customer Portals  
SharePoint  
Staff Management  
Technical Writing  
SQL Programming  
Developing Training Programs and Materials  
Training  
WinTeam Database System  
AccPAC Database System  
MS Office Suite  
Adobe PDF, Captivate, RoboHelp  
WordPress, Drupal, Dreamweaver

## Work History

2015 – Current **Owner of Sombrillo Studios.** Web Design and Development, Graphic Arts, Writing Services, SEO, SharePoint, Technical Writing

## The Akal Group

2013 – 2015 Promoted to **System Architect** including the design, development, implementation of such systems as creating an integrated Learning Management System, piloting and managing Electronic Timekeeping from a paper-based system, designing and implementing a Quality Assurance tracking, and continued Database Administration.

Position eliminated due to Corporate Restructuring October of 2015.

2011 – 2013 Hired as **Senior WinTeam Database Administrator.**

2007 – 2011 **WinTeam Database Administration** duties added, including Support and troubleshooting, writing SQL Queries and running programmatic changes to the database.

2005 – 2006 Contracted with The Akal Group as a **Technical Writer**, documenting the processes and procedures for each Department, creating html based Help Files and eLearning materials.

## Prior to The Akal Group

2002 - 2011 Small business owner: Technical Writer, Web-Site Designer, IT Consultant.

2001 Technical documentation for Catholic Health Care West (Periot Systems) on a Contractual basis for their Data Consolidation Program.

1995 – 2001 Small business owner: professional singer and freelance writer.

- 1994 - 1995 Office Manager for large construction company (1+ million gross yearly) in Phoenix. Duties included: financial management & accounting functions, front office, personnel management, and reorganization and management of file & data systems.
- 1992 - 1994 Producer of a Phoenix-based local half-hour talk show featuring topics relating to current events & mental health, including live performances by local talent. Duties included: overall programming, talent procurement, scheduling, funding, staffing.
- 1989 - 1991 Student
- 1989 Chef for 3HO Superhealth Drug Rehabilitation Center. Duties included supervising and preparing all meals for up to 40 people, including staff and those on specialized plans; planning menus, buying supplies.
- 1984-1989 Personnel Manager for Memory Masters International. Duties included staff management, monitoring ethics in the work place.
- 1980-1983 Basic business apprenticeship working for a non-profit company based in San Francisco. Duties included: front desk, reception; running, maintenance, and organization of all company technical documents; events planning and execution of events for both staff and clients; personnel management and coordination of staff working in the field.

## **Education**

AA from Phoenix College; Valedictorian with Highest Distinction and Honors. Phi Theta Kappa. Numerous seminars and training programs throughout work history.

**References available upon request.**