

Sarah F. Lascari

72 Monterey Parkway, Rochester, NY 14618

(585) 256-3792

sfspeaks@rochester.rr.com

OBJECTIVE

To pursue a career in public relations or corporate communications, utilizing my strong writing and communications skills.

SKILL OVERVIEW

Strengths include writing ability and overall communications skills. Editorial skills include copy writing, editing, and proofreading. Experienced in development and delivery of written and instructor-led training material, including evaluation and follow up. Proficient with Microsoft Word for Macintosh and Windows, experience with MS PowerPoint, Excel, FrontPage, SNMPC and web design.

PROFESSIONAL EXPERIENCE

Aviation Learning, Inc.

TECHNICAL WRITER/INSTRUCTIONAL DESIGNER

West Henrietta, New York

January – April 2003

Designed and wrote computer-based training material for aviation maintenance. Used Simplified English, a standard for the aviation industry. Course work included Aircraft Hardware and Winter Operations. Included editing for quality control, and contribution to visual aspects of courses.

Element K

INSTRUCTIONAL DESIGNER

Rochester, New York

September-December 2002

Designed and developed web-based training course on Multiprotocol Label Switching (MPLS) traffic engineering. Using adult learning theory and e-learning design principles (based on principles of Ruth Clark, and Robert Mager's Criterion Based Instruction), generated design document, and defined audience and subject matter. Designed user activities and lesson evaluations in this contract position.

Messenger Post Newspapers

CORRESPONDENT, Greece Post

Rochester, New York

April – September 2002

Reported and wrote news stories on the Hilton School District, producing an average of 1-2 stories per week in this part-time position. Stories ranged from features to hard news.

Clearwire Technologies, Inc.

TRAINING COORDINATOR

Buffalo, New York

July 2000 – July 2001

Responsible for coordinating training for equipment branch of wireless technology company. Included development, design and maintenance of written and instructor-led materials, as well as session planning, evaluation, and follow-up. Included documentation, product training, installation certification, and network operations training. Recognized for participation in company-wide task force, 2000.

Ongoing Responsibilities

- Primary instructor, Installation Certification: Developed, maintained, and trained material for certification of contract installers of Clearwire's radio.
- Secondary instructor, Network Operations: Assisted in development and maintenance of network operations training material. Acted as back up for primary network operations technical trainer, leading customer sessions in Kingston, Jamaica.
- Lead, Generation 2 product documentation: Developed new product user documentation for both internal (hardware and software developers) and external end-users.

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Paychex, Inc.

PUBLISHER (Training and Development Center)

Updated and coordinated releases for various training manuals. Formatted, proofread, and designed graphic layout for training material, presentations, job aids, and written material for various departments. Edited and designed *Managing Paychex* newsletter, including web design and publication on the corporate Intranet.

Rochester, New York

December 1999 – July 2000

INSTRUCTIONAL DESIGNER (Training and Development Center)

Designed and wrote internal training material for corporate and field employees, including Payroll, Sales, and Human Resource Services. Materials included new product information and ongoing training. Included web design of training materials for on-line publication and distribution.

September 1998 - December 1999

PUBLISHER (Documentation and Publications)

Updated and published various support manuals for corporate and field employees, including proofing and editing of copy in a timely manner. Duties included editing, writing and formatting for departmental newsletter, as well as distributing pertinent company information to the field on a daily and weekly basis. Additionally, worked on formatting and converting documents for the Intranet.

August 1997 - August 1998

Messenger Post Newspapers

BRIGHTON EDITOR, Brighton-Pittsford Post

Reported, wrote, and edited copy for weekly newspaper, features as well as hard news. Generated story ideas, and contributed to layout and design of each issue. Publication received Second Place for General Excellence, New York State Press Association, 1997.

Rochester, New York

October 1996 - August 1997

Cortland Standard

GENERAL ASSIGNMENT REPORTER

Reported and wrote stories on a variety of assignments for Central New York daily newspaper, including school boards, city, county, town and village governments, local colleges, police beat and features.

Cortland, New York

February - September 1996

EDUCATION

Boston University, College of Communication

MAJOR: NEWS/EDITORIAL

Boston, Massachusetts

B.S. IN JOURNALISM, MAY 1995

Bolton Central School

NEW YORK STATE REGENTS DIPLOMA, Valedictorian

Bolton Landing, New York

September 1978 - June 1991