

# DEBORAH O'TOOLE

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## OBJECTIVES

*Seeking full or part-time, remote general administrative/clerical/office work, or freelance contract work as a web designer, writer or editor.*

## WORK HISTORY

### ➤ Custom Brands Group/Hunter Douglas

*September 2021 to November 2022*

Order Specialist/ Customer Service & Support.

### ➤ Lexington Law/Credit Repair.Com

*January 2019 to September 2021*

Paralegal/Credit Advisor in Case Setup/Member Services department.

### ➤ Washington Association of Nurse Anesthetists (WANA)

*November 2011 to present*

Webmaster via telecommuting, part-time.

### ➤ Webs Divine

*June 2004 to present*

Chief web designer. Designs professional websites to client preference in regards to color and font schemes, size of site, specific themes and more. Ensures that templates have visual consistency by employing uniform fonts, formatting icons, images and layout techniques. Complete services include web design, logos and buttons, flash photo galleries, online stores, access management, contact forms, newsletters, documents, e-book conversion services, press releases, flyers and book covers.

### ➤ Spokane Community College (Spokane, Washington)

*April 2002 to June 2004*

Assistant to the head of the nursing department; created Power Point presentations for classroom instruction, created graphics for presentations, designed web pages, prepared and graded exams, assembled and key-graded nutrition term papers, posted final grades for online access, assisted students in research, assisted in laboratory simulations; inventory and general office.

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## SKILLS

Several years experience of word processing, graphics (creating images and flash photo galleries), web design and maintenance, accounting, inventory control, newsletter composition and design, e-book creation, design and conversion; accounts payable/receivable, collections, purchasing, ten-key, general office.

Knowledge of software programs and services for practical use in developing websites, articles, graphics, flyers, logos, newsletters, flash photo galleries, e-book covers, e-book conversions and press releases, including: **ACT** (*CRM contact management/database*), **Adobe** (*Dreamweaver, Fireworks, Photoshop, Pro*); **BlueGriffon** (*web & e-pub editor based on Firefox rendering engine*), **Calibre** (*multiple format e-book conversion program*), **Coffee Cup** (*Applets, Color Schemer, Firestarter, HTML Editor, Password Wizard, Photo Gallery, Shopping Cart, Visual Designer, Web Form Builder, Website Access Manager*); **Concrete5** (*open source content management system*), **Corel Word Perfect Office**, **Fam-Tree**, **Global Scape** (*Cute FTP*); **Lightscreen** (*screenshots*), **Microsoft Office** (*Digital Image Suite, Excel, Expression, Front Page, Money, Power Point, Publisher, Reader, Word, Works*); **Mobipocket Creator**, **Open Office Productivity Suite** (*Writer, Calc, Impress, Draw, Base, Math*); **PDF to EPUB**, **PDF to Word Converter**, **Picasa**, **Portrait Pro**, **Smart Photo Editor**, **Trellix**, **Win Zip** and **Wondershare Flash**.

Knowledge and use of social media (Blogger, Blurb, Buzz Feed, Facebook, Fancy, Google+, Linked In, Pinterest, Scribd, Storify, Stumbled Upon, Tumblr, Twitter and YouTube) and online services (Amazon Author Central, Authorgraph, Barnes & Noble Nook Press, Bravenet, Cafe Press, Constant Contact, Dribbble, Dropbox, E-Bay, Flickr, Flipsnack, Go Daddy, Good Reads, Kindle Direct Publishing, Kobo Writing Life, Library Thing, Lulu, PayPal, Smashwords and Tripod Lycos).

## PUBLICATIONS

Eleven published fiction novels (*writing as Deidre Dalton*); four published fiction novels (*writing as Deborah O'Toole*); eleven short stories, one book of poetry, forty e-books on ethnic culinary traditions (*"Food Fare Culinary Collection" writing as Shenanchie O'Toole*) and thirteen cookbooks edited for Food Fare; former staff writer for *Ambermont Magazine*.

## ASSOCIATIONS

All-Author, Authorgraph, Authors Guild, Book Bub, Bookshop.Org, Creative Designers & Writers, Designers Talk, Fiction DB, Good Reads, Library Thing (*as Deidre Dalton*), Reedsy and Scribd.

## REFERENCES

Available upon request.

\*CV updated July 2023

## PUBLICATIONS

- "Celtic Remnants" by Deborah O'Toole (*fiction*); Club Lighthouse Publishing.
- "The Crypt Artist" by Deborah O'Toole (*fiction*); Club Lighthouse Publishing.
- "Glinhaven" by Deborah O'Toole (*fiction*); Club Lighthouse Publishing.
- "In the Shadow of the King" by Deborah O'Toole (*fiction*); Club Lighthouse Publishing.
- "Mind Sweeper" by Deborah O'Toole (*fiction*); Club Lighthouse Publishing.
- "Torn Bits & Pieces" by Deborah O'Toole (*poetry*); Club Lighthouse Publishing.
- "Short Tales Collection" by Deborah O'Toole (11), including *Foofer & the Ham Bone*, *Foofer Goes East*, *Foofer & St. Nick*, *Foofer, the Pooka & St. Patrick*, *Foofer Gets Groomed*, *Foofer Moves Northwest*, *Foofer & the Magic Mischa*, *Foofer & the Cat Burglar*, *Foofer Meets the Puffins*, *Foofer & the Ghastly Ghost*, and *The Journey to Rainbow Bridge*.
- Ambermont Magazine articles (10), including the *Art of Solitaire*, *Billy the Kid*, *Blarney Castle*, *Anne Boleyn*, *Lizzie Borden*, *Michael Collins*, *Jack the Ripper*, *Loch Ness Monster*, *St. Valentine*, and *U.S. Political Parties*.
- Class Notes classic book reviews (14), including *A Crown for Elizabeth*, *A Woman of Substance*, *Bledding Sorrow*, *For the Love of God*, *Immortal Queen*, *Legacy*, *Lords of the White Castle*, *Mrs. Mike*, *Shogun*, *Skye O'Malley*, *The Hobbit*, *The Princes in the Tower*, *Trinity* and *The Wolf & the Dove*.
- "Collective Obsessions Saga" by Deborah O'Toole writing as Deidre Dalton. Eight-book gothic fiction series signed with Club Lighthouse Publishing; titles include *The Advent*, *Quixotic Crossings*, *The Twain Shall Meet*, *Enthrallment*, *The Keeper's Journal*, *Hearts Desires*, *The Twilight* and *Megan's Legacy*. Released by Club Lighthouse Publishing. Also author of e-book versions of *About Larkin* (companion guide to the *Collective Obsessions Saga*), and *The Private Journal of Colm Sullivan*.
- "Bloodline Trilogy" by Deborah O'Toole writing as Deidre Dalton. Three-book fantasy fiction series. Titles include *Bloodfrost*, *Bloodlust* and *Blood & Soul*. Released by Club Lighthouse Publishing.
- Writer, editor and co-designer of thirteen cookbooks for Food Fare and Club Lighthouse Publishing, including *Ambrosia Cookbook*, *Breakfast Cookbook*, *Community Garden Cookbook*, *Food Fare Cookbook*, *Furry Friends Cookbook*, *Glinhaven Cookery*, *Global Seafood Cookbook*, *The King's Table*, *Larkin Community Cookbook*, *Luscious Leftovers Cookbook*, *Quirky Snacks Cookbook*, *Recipes-on-a-Budget Cookbook*, and the *Soups & Stews Cookbook*.
- Food Articles for Food Fare (22), including *All Hallows Eve*, *Artichokes*, *Avocados*, *Christmas Noel*, *Coffee Talk*, *Garlic Galore*, *Graveyard Grub*, *Halloween History*, *Hot Diggity Dog*, *Japan*, *Mushroom Mélange*, *Olive Oil*, *Pine Nuts*, *Pumpkin Patch*, *Ravioli in the Kitchen*, *Russia*, *St. Patrick's Day*, *Shenanchie's Sushi: No Raw Fish Allowed!*, *Tamales*, *Tea Time* and *Thanksgiving with Food Fare*.
- Food Fare Culinary Collection (40), including *American Food & Culture*, *Arabic Cookery*, *Artichokes*, *Aussie Gastronomy*, *Avocados*, *Basque Flavors*, *Canadian Cuisine*, *Christmas Noel*, *Coffee Talk*, *Cupid's Kitchen*, *Emerald Isle*, *English Epicurean*, *French Nourriture*, *Garlic Galore*, *German Gourmania*, *Greek Culinaria*, *Halloween Cuisine*, *Italian Cibaria*, *Japanese Culture & Cuisine*, *Jewish Cuisine*, *Malagasy Matsiro*, *Medieval Cuisine*, *Mexican Cantina*, *Monegasque Coquere*, *Mushroom Mélange*, *New Years Eve Apéritifs & Appetizers*, *Olive Oil*, *Pine Nuts*, *Pirates Table*, *Polish Kuchina*, *The Potato*, *Russian*

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*Kitchen, Savory Spain, Scottish Vivers, Swedish Köket, Swiss Chuchichä, Tea Time, Thai Cookery, Thanksgiving with Food Fare and Welsh Ceginio.*