

LA (as in tra-la-la) Bourgeois

103 Sweet Clover Lane
Weaverville, NC 28787
(970)879-2388 * la@housewyfe.com

Writing/Design Services

- Creating and maintaining blogs for personal and business use
 - Housewyfe.com & SewSteamboat.com
- Creating submissions for knitting designs and articles
 - Housewyfe.com
- Writing tutorial articles
 - “The Old Crow & Her Beads” *Spin-Off*, Spring 2016
- Writing a knitting column for an independent monthly newspaper
 - “Here Knitty, Knitty” *Valley Voice*, November 2012 - now
- Tech-editing knitting patterns for independent designers
- Test-knitting and assisting designers in refining the designs for hand-knitters
 - Plymouth Yarn Company, Juniper Moon Farm
- Editing fiction, non-fiction, marketing and grant writing for friends, clients and employers
 - Steamboat Springs Arts Council, Sew Steamboat, SpringSips, Cellar Liquors Downtown
- Creating and sending email newsletters
 - Housewyfe.com, Steamboat Springs Arts Council & Chief Theater
- Managing and posting promotional items and events on Facebook, Twitter and other online outlets for non-profit and commercial organizations
 - Housewyfe.com, Steamboat Springs Arts Council, Sew Steamboat, Chief Theater

Computer

- Familiarity with both Macintosh and Windows computer systems.
- Proficiency with most word processing and spreadsheet programs including Microsoft Word, Excel and Open Office.
- Familiarity with graphics programs including Adobe Photoshop, InDesign, Acrobat, Reader and Illustrator.
- Creating newsletters using WordPress, MailChimp and Constant Contact
- A knack for picking up computer programs easily. If I don't know the program, I can figure it out or find the resources to help me achieve the goal.
- High proficiency with Quickbooks Pro. I have used this program for sixteen years to run my businesses, and currently use Quickbooks Pro 2015.
- Supervised creation and implementation of an online billing system
- Implemented eTapestry, a relational database for non-profits, and trained staff in its use
- Knowledge of basic HTML and WordPress
- Familiarity with StitchMastery and Inkscape for use in design and tech-editing of knitting patterns
- Technical support for internet service via telephone and in person
- Managed computer/telephone network for small office and non-profit organization
- Computer consulting and repair for home users
- Creating forms and systems on Google Docs for remote use by multiple users

Bookkeeping

- Generating annual and individual event financial reports for companies and non-profit organizations for the purpose of general review and inclusion in grants
- Scheduling and paying employee and sales taxes
- Generating, mailing and filing appropriate tax forms
- Paying both employees and contract workers
- Creating tracking reports and paying sales tax on construction projects
- Accepting, confirming and paying bills
- Generating invoices, billing clients, accepting payments, collections
- Coordinating local sales tax applications for art festivals (Art in the Park, Yampa Art Stroll) for the Steamboat Springs Arts Council

General Administrative Support

- Creating and implementing a box office system for the Steamboat Springs Arts Council and Steamboat Symphony Orchestra including assisting establishing a season ticket program
- Assisting the event coordinator with various events including theatrical productions and art festivals at the Steamboat Springs Arts Council
- Maintaining relations with affiliates, members and patrons of the Steamboat Springs Arts Council
- Maintaining and managing facility calendar and rentals for the historic train depot occupied by the Steamboat Springs Arts Council
- Assisting clients in person and over the telephone with everything from picking the perfect bottle of wine to fixing their internet connection.
- Cordially answering the phones and welcoming clients in person
- Assisting people in discovering their own talents.

Work Record

The Housewyfe (<http://www.housewyfe.com>), *my personal website where I blog, sell my knitting patterns and other designer services, and promote knitting and crochet classes*, 1998-now.

Steamboat Springs Arts Council (<http://www.steamboatarts.org>), *a non-profit organization supporting all arts, Steamboat Springs, Colorado*, Finance & Administration (Art Ninja), 2014-2016.

Chief Theater (<http://www.chieftheater.com>), *a non-profit theater, Steamboat Springs, Colorado*, email and internet marketing, 2014.

Valley Voice (<http://www.valleyvoice.com>), *an independent monthly newspaper, Steamboat Springs, Colorado*, Knitting Columnist, 2012-now.

Sew Steamboat (<http://www.sewsteamboat.com>), *a cloth and yarn store, Steamboat Springs, Colorado*, Partner & Knitting Instructor, 2010-2016.

Cellar Liquors Downtown, *a liquor store, Steamboat Springs, Colorado*, Partner/Owner, 2007-2012.

GEEKSgarage, *a commercial building, Steamboat Springs, Colorado*, Partner/Owner, 2003-2015.

GEEKSgarage/The Garage Bar, *a bar, bistro and internet cafe, Steamboat Springs, Colorado*, Partner/Owner, 2003-2011.

SpringSips, *an internet service provider, Steamboat Springs, Colorado*, Partner/Owner 1998-2008.

Computer Consultant and Temporary Office Assistant, *Denver, Colorado*, 1992-1998

Education English with an emphasis in Theatre, B.A. University of Denver, 1992

References Upon Request