

Tana Lehr

510 589-7564 cell : : tanalehr@gmail.com



### **Profile**

Intelligent, organized, mature, efficient, reliable and consistent. Willing and able to learn new skills quickly. Good time management skills. Resourceful and dedicated; highly motivated toward goal achievement. Enjoy working cooperatively and collaboratively with others as well as independently. Clear and precise communicator. Detail oriented with strong follow-through skills. Skilled and experienced with computers (Mac and PC) and software including Dreamweaver, Flash, Photoshop, Illustrator, Microsoft Office, Filemaker Pro.

### **Associate Director - International Buddhist Film Festival, Berkeley, CA**

*July 2003 – present.* Programming all films. Work independently as well as closely with the executive director planning the events, writing the program guide, producing receptions, communicating with and providing hospitality for filmmakers, organizing and overseeing all print traffic. Presented IBFF events at the LA County Art Museum, Nov 2003, Bay Area, Jan-Feb 2005 at the Castro Theatre in San Francisco, Wheeler Auditorium at UC Berkeley and the Rafael Film Center in San Rafael, Mexico City, Nov 2008, London, May 2009.

### **Teaching Assistant - Berkeley City College, Berkeley, CA**

*Sept 2008 – current.* Assisting in class and lab for Web I: Dreamweaver, Web II: Advanced Design Projects, Information Architecture I: Interface Design and Contemporary Color. Prepare and present class lectures on IA and various web design topics and methods. Co-develop the IA and Color courses with instructor.

### **Studio Manager – Studio Rasa, Berkeley, CA**

*March 2005 – June 2008.* Responsibilities include: Design, maintain and update web site, design all print graphics. Maintain, develop and document new all office and sales systems. Supervise and train all staff. Payroll for staff and instructors. Write and update staff manual recording all policies and procedures. Create agendas, organize and facilitate staff meetings. Edit and proofread all text for promotion, graphics and website. Troubleshoot computer, software and network problems. Write contracts for rentals, barter agreements and corporate accounts. Assist with statistic and financial reporting. Supervise and co-ordinate rentals. Assist in planning events and workshops, including content development, scheduling, promotion and pricing. Set up products and tickets in database.

### **Vice-President of the Board- Dzogchen Community West Coast, Berkeley, CA**

*October 2009 –present.* Branch of International Buddhist organization. Plan courses and events, design supporting graphics, attend monthly meetings, represent community in group decision-making, communicate with other branches of the international organization. Previously, Secretary 2004-2005. Board Member, 2003-2004, Bookkeeper, 2002-2003, used Quicken for monthly financial reports and reconciliations. *President - October 2006 –October 2007*

**Public Programs Director - Rigpa US, San Francisco, CA**

1997 – 1999. Produced the annual retreat in California for 300-500 people, co-ordinate and communicate with local volunteer groups in the US, local and national publicity for retreats, seminars and evening events, developing and producing (with a small volunteer crew) local seminars and workshops, communicating with the international parent organization.

**Editorial Production Manager – Manhattan, Inc. magazine**

1988 – 1992. Coordinated with art directors and all editorial staff to meet deadlines for all editorial content. Supervised a staff of layout artists. Worked with type house to manage switch over to computer typesetting. Worked with printer to obtain and correct proofs.

**Design Production Assistant – freelance at US magazine, Details, Esquire, Manhattan, inc.**

1982–1988

**Education**

Multimedia Certificate in Web Design and Production, Berkeley City College, Berkeley, CA  
Graduate of The Helix Training Program, New York City  
Bachelor of Science, Textile Design, Philadelphia College of Textiles and Sciences,  
Philadelphia, PA