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Skills ■ ■ ■

- Ability to transform the unmanageable into order, whether it be physical space, files, documents, networks, web sites, or databases.
- Ability to translate complicated technology into simple terms so that it can be understood by decision-makers and users.
- Comprehensive troubleshooting and analysis skills and the ability to solve problems quickly and completely.
- Specialty in end-user support, desktop customization, systems organization and documentation.
- In-depth knowledge of numerous desktop applications and platforms, with a preference for the Mac OS.
- Strong written, communication and presentation skills.
- Knowledge of how people work, as well as computers.

Recent Projects ■ ■ ■

Doris Duke Charitable Foundation

- Continue to implemented a Foundation-wide integrated file and document management system.
- Restructured network documents for maximized integration with paper files.
- Created guidelines for the staff and trained staff on an as needed basis.
- Creating a digital library containing board books, minutes & resolutions, audited financial statements, and other key documents and reports.
- Developed guidelines for scanning and archiving key documents such as signed contracts and audits.
- Trained staff in file management, Acrobat PDF and scanning techniques.
- Made recommendations for maximizing physical space in each office and in the central filing area.
- Developed emergency documentation for the staff in the event of an electrical outage.
- Worked with staff to create guidelines for grant files and brought their records up to date.
- Evaluated and documented inconsistencies in grant data and made recommendations for enhancing their custom database.base

Christian A. Johnson Endeavor Foundation

- Designed and implemented a custom database for their grant process; managed the programming from start to finish.
- Wrote an extensive user manual for the database and an electronic version.
- Helped develop an RFP for network installation; recommended consultants hired for the installation who continue to provide ongoing maintenance.
- Developed a document management system for the new network.
- Made recommendations for Internet connectivity and email systems.
- Trained staff and provided systems support on an as needed basis.

Nathan Cummings Foundation

- Implemented and managed the creation of a second generation web site.
- Continue to manage and maintain web site.
- Maintain and enhance as required their customized grant-tracking database.
- Provide ongoing support to new systems staff.
- Assisting a team of staff in evaluating a new version of the database.

Work History ■ ■ ■

The Nathan Cummings Foundation—New York, NY

- Director of Systems Technology (1995 - 1998)
- Director of Systems & Grants Administration (1991 - 1995)

Joined the foundation in its infancy and was responsible for the research, design, installation, maintenance, effective use, and advancement of all the foundation's technology-based systems. Implemented a long-range plan for transforming mostly manual and paper-based systems into an efficient support system for the staff.

- Worked closely with all operating areas of the foundation in meeting their needs and with outside consultants when needed.
- Maintained and enhanced the technological integrity of each system based on the needs of the staff.
- Recommended the yearly budget and managed expenditures in excess of \$100K per year; recommended most cost-effective solutions and best providers of service when required.
- Created extensive and functional administrative documentation and developed systems for file maintenance, backups and archiving.
- Implemented installations and upgrades of hardware and software.
- Produced, designed and maintained an award-winning web site; installed Internet services before the advent of the world wide web.
- Designed and developed a hi-end, customized database for tracking grants and proposals.
- Managed database development and data integrity; supervised data entry staff.
- Developed and coordinated staff training.

J.P. Morgan (Consultant)

- Database Administrator/Communications Services (1989-91)

U.S. Trust Company of New York (Consultant)

- Database Administrator/Minibank (1986-1989)

Affiliations ■ ■ ■

Co-Chair	Grant Managers Network
Board	Encompass Music Theater
Member	National Association of Professional Organizers
Member	Order of the Crown of Charlemagne
Member	Society of Mayflower Descendants (William Bradford)

Honors ■ ■ ■

Who's Who in the Arts in Germany

Key to the City of Dallas - for outstanding music contribution

First Prize in Piano - Dallas Symphonic Festival

Education ■ ■ ■

Performer's Certificate - Conservatory of Music; Freiburg, Germany

Masters Degree - Southern Methodist University; Dallas, TX