

Dennis L. Sanders

3414 Knox Avenue North | Minneapolis, MN 55412
612-325-8066 | dennis.sanders@gmail.com

A communicator curious about technology and fascinated with information.

Experience

Northern Network Solutions

2015-present

Contractor

Design website and providing help desk assistance to non-profits and businesses.

Provide assistance for users of Office 365 and Sharepoint. Create websites for non-profit organizations using the Wordpress platform.

Linden Hills United Church of Christ

2015-present

Communications Coordinator

Part-time communications and administrative contact for a medium sized congregation

Provide general office assistance as well as maintain the congregation's website and build the weekly printed and digital announcements.

Hennepin Avenue United Methodist Church

2013-2015

Electronic Communications Specialist

Oversaw Digital Communication and IT for a large urban congregation.

Maintained church website. Created two timely informational weekly emails to inform church members and friends. Produced the Weekly Podcast. Produced videos and images for weekly worship. Maintained and expanded social media presence. Provided Help Desk Support for Staff computers. Coordinated IT for congregation, including the purchase of new computers, the installation of servers, implementing new security procedures, training of employees and the managing of outside support. Created graphics for the church website, emails and publications.

First Christian Church of St. Paul

2013-present

Pastor

Currently the part-time pastor of a small Protestant congregation in the East Metro.

Preach Weekly. Design Bulletin and Newsletter. Maintain website and social media. Teach Christian Education courses.

Presbytery of the Twin Cities Area

2007-2013

IT/Communications Specialist

Responsible for the dissemination of timely information to 25,000 members in Minnesota and Wisconsin.

Designed and maintained Presbytery website. Gathered news and other information. Informed members weekly through email. Designed, edited and assembled quarterly newsmagazine. Created and maintained social media presence. Maintained computer hardware and software.

First Christian Church-Minneapolis

2008-2013

Associate Pastor

Part-time Associate Pastor at a medium-sized Protestant church urban Minneapolis.

Responsible for communications and outreach of urban congregation. Redesigned and maintained website. Created graphic design. Worked to connect congregation to partner social service agencies. Curated social media for congregation.

General Electric

2006-2007

Data Administrator

Responsible for management of data relating to the Removal of Hazardous Substances (RoHS) initiative.

Obtained RoHS-related information from manufacturers and vendors. Tracked components as they become RoHS compliant. Maintained data catalog for GE Security offices in Minnesota and Mexico.

Faegre & Benson LLP

2004-2005

Case Assistant

Served as primary research and administrative resource for paralegal staff.

Responsible for document management, creating witness packets for impending trials, writing letters to third parties requesting records, entering data into legal databases, and preparing indices of records. Obtained, organized and maintained all third party records for a significant agricultural liability case.

Delta Dental of Minnesota

2002-2004

Customer Service Coverage Specialist

Customer service duties included taking inbound subscriber and dental office calls, tracking claims, and researching coverage or claims issues.

Communicated dental information to subscribers. Worked with subscribers to change preferred providers.

Augsburg Fortress Publishers

2000-2002

Customer Service Representative

Customer service duties included taking inbound customer calls, tracking orders for customers, resolving product or service issues.

Responsible for all aspects of customer service related to special products and services available through the ecclesiastical arts division. Managed inventory of supplies. Edited company catalogs for accuracy.

Education

Luther Seminary	1997 - 2001	Master of Divinity (MDiv)
Michigan State University	1987 - 1991	BA , Journalism
Powers Catholic High School	1983 - 1987	

Skills

Social Media • Email Marketing • Web Design • WordPress • HTML • PHP • Windows Server • Microsoft Office 365 • SharePoint • Microsoft Publisher • Microsoft Powerpoint • Mac OS X Server • Mac OS • Graphic Design • Adobe Creative Suite • Blogging • Layout Design • Desktop Publishing • Windows 7 • Microsoft Active Directory • Garageband • Copy Editing • Podcasting