



Linda J. Norby  
172 Hunters Point Way  
Brunswick, GA 32515  
301-910-1043  
[Linda\\_Norby@comcast.net](mailto:Linda_Norby@comcast.net)

- Retired from ESI International, Arlington, VA in 2007.
- eBay seller from 2007 to 2010.
- Currently member of Executive Board of Bella Italia, The Italian American Association of the Golden Isles

*Most recent work history:*

*ESI International – 1999-2007*

*Arlington, Virginia*

*Position: Director of Document Design*

*Managed staff of 7 graphic designers*

*Perf. Reviews, hiring, termination, counseling team building*

---

*Richey International*

*Jacksonville, Florida & Chevy Chase, Maryland*

*Position: Director of Production – 1992-1999*

*Managed staff of transcribers and editors, as well as coordinated technical systems, and training.*

*Southern Maryland Hospital Center*

*Position: Director of Community Relations/Volunteer Services*

*Helped implement Hospice program*

*Increased volunteer staff from 50 to 100*

*Expanded volunteer duties to include clerical duties*

*Supervised Red Cross Volunteers*

*Started program to introduce small children to hospital before they might be admitted (their favorite tour spot was the morgue)*

***Previous positions at IRS, National Geographic Society, Office manager for Psychiatrist's office***

*Skills:*

*People Management, performance management, team building*

*Accomplished writer, computer skills at high to advanced levels. Expert in Microsoft Excel, Word, Advanced in Publisher, Word, and Adobe products such as PhotoShop Elements, moderate in Adobe X Pro. Proficient with digital cameras and photo editing in various formats.*

*Professional Accomplishments: Written technical Operating Procedures Manuals for AS400 computer, developed rating model for Content Management System Project Plan, & Proposal, including cost control & risk management plans. As manager of 100 strong volunteer group, grew group from 50 to 100, introduced diversity in the hospital volunteer program by including clerical jobs as well as patient care duties. Helped organize hospice program within hospital. Worked with Social Services in obtaining residency for elderly people who had no place to go after hospital discharge.*

*Professional: Larry Seeley, former CEO ESI International-1-505-470-2881*

*Professional: Elizabeth Dechert Bockovitch— former VP Human Resources, ESI International-1-772-538-5081*

*Professional: Mark Gagliano—912-634-8162*

*Personal: Dick Justice—912-634-7797*

*Personal: James Vivenzio— 912-265-8672*

*Personal: Teresa Powell—912-634-9465*