

Name: Robert D. Hughes

Organization: American Society for Healthcare Risk Management

Position: Webmaster

Date(s): October, 2010 – April, 2011

Description of Organization

Founded in 1990, the American Society for Healthcare Risk Management (ASHRM) is a personal membership group under the American Hospital Association. ASHRM "promotes effective and innovative risk management strategies and professional leadership through education, recognition, advocacy, publications, networking and interactions with leading health care organizations and government agencies". *(from the ASHRM Web site)*

Description of Position and Responsibilities

I managed the ASHRM Web site from October, 2010 to April, 2011. My Webmastering responsibilities for ASHRM involved:

- Updating site content with Interwoven CMS
- Creating Web pages with Interwoven CMS
- Creating graphics and modifying digital photographs with Adobe Photoshop
- Updating the main CSS file
- Updating the main JavaScript file
- Working with PDF, Excel, and Word documents
- Creating Web pages using HTML and CSS
- Troubleshooting problems such as broken links and missing graphics
- Proofreading and editing content for accuracy and clarity
- Performing Web site analytics
- Managing files and directories with Interwoven CMS
- Serving as a liaison with the IT department
- Maintaining ASHRM Exchange, a networking Web site for healthcare professionals

My accomplishments include:

- Updating the Web site in a timely manner
- Organizing content for clarity and ease of use

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- The separation of style and content
- Writing clean, standards compliant HTML and CSS

Summary

My responsibilities as ASHRM Webmaster involved managing and updating the Web site of this organization. The goal of my work was to organize and present content so that ASHRM members could find the information they were looking for as quickly and easily as possible.