

OBJECTIVE

Seeking a position that maximizes my skills in web content development, graphic design, multimedia manipulation, and social media.

EXPERIENCE

Webmaster Intern

March 2008 – Present

City of La Crosse, La Crosse, Wisconsin

Design, create, and maintain site pages for cityoflacrosse.org, cityoflacrosse.org/parks, lacrossecenter.com, lacrossefitnessfestival.com, lacrossetrolley.com, and intranet using CSS, HTML, and JavaScript. Coordinate with departments for updates and changes. Manage design and content for site pages, photo galleries, multimedia features, and third-party services. Provide technical support for usability issues and critical site problems, as needed. Design letterhead and forms. Manage e-newsletters for departments. Sell surplus City equipment online.

Freelance Web Designer

October 2005 – January 2008

Designed and developed web sites and promotional media for small businesses. Site creation included use of CSS, HTML, JavaScript, MySQL, PHP, domain registration and transfer, and form processing. Created and assembled web graphics, including logos and advertisements. Designed email blasts and newsletters for event announcements.

Computer Lab Assistant

September 2004 – March 2005

North Central College, Naperville, Illinois

Assisted students and alumni in using computers and the campus network. Ensured patrons followed acceptable usage policy. Performed basic maintenance on printers, scanners, and PCs.

EDUCATION

Graphic Design, Associate of Arts (in progress)

September 2009 – December 2009

Western Technical College, La Crosse, Wisconsin

Currently enrolled part in Photoshop and Design courses.

Print Journalism, Bachelor of Arts

September 2003 – March 2005

North Central College, Naperville, Illinois

Studies focused in writing for various mediums, including newspapers, magazine, websites, and advertisements. Held staff writer position on weekly campus newspaper. Designed, developed, and maintained website for local student organization.

Manchester College, North Manchester, IN

September 2001 – May 2003

Staff writer for weekly newspaper and alumni magazine. Proposed, designed, developed, and maintained website for campus newspaper making it available online for the first time ever.

Skills

CMS (Content Management Systems)
Graphic Design
Multimedia Manipulation
Page Layout
SEO (Search Engine Optimization)
Social Media
Web Content
Web Design

Coding Languages

CSS
HTML
JavaScript

Applications

Adobe Acrobat
Adobe
Dreamweaver
Adobe InDesign
Adobe LiveCycle
Adobe Photoshop
ArcLab MailList Controller
Microsoft Office Suite 2007

Web Applications

Google AdSense
Google Analytics
MySQL

Operating Systems

Linux
Windows 7
Windows Vista
Windows XP