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Web Developer / Graphic Designer / Project Manager

Innovative and hard-working web and graphic design professional with 4+ years experience in designing, developing, and maintaining instructional websites for the University of Texas faculty and students.

WEB DESIGN / DEVELOPMENT
CLIENT RELATIONS
FRONT-END MANAGEMENT

GRAPHIC DESIGN
STAFF DEVELOPMENT / TRAINING
TECHNOLOGY INSTRUCTION

PROJECT MANAGEMENT
ILLUSTRATION
TEAM SUPERVISION

WEB DESIGN/DEVELOPMENT / PROJECT MANAGEMENT EXPERIENCE

Senior Student Technology Assistant

- Supervised Junior Student Technology Assistants and assisted in their projects
- Instructed UT College of Liberal Arts Professors in various technological programs and media for 2 years in Summer Teacher Workshop
- Presented annual presentations to the Instructional Technology Services Department and other Liberal Arts faculty on the past year's projects
- Taught Junior Student Technology Assistants the practicalities of their job and assisted in teaching various programs and languages on an informal basis

Student Technology Assistant

- Maintained University of Texas Japanese Program and Japanese Self-Help Utility websites for 3 years
- Researched and developed content for the Japanese Program and Japanese Self-Help Utility websites
- Developed, Designed, Coded and Maintained numerous other UT College of Liberal Arts websites
- Improved ability to work closely with professors and to help obtain their web goals while under a deadline

CLIENT RELATIONS / FRONT-END MANAGEMENT EXPERIENCE

Dental Assistant

- Assisted in scheduling and informing patients of their appointments
- Side-Chair Assisted the Dentist in routine operations (e.g. filings, extractions, etc.)
- Helped complete various office duties (e.g. cleaning instruments, filing, seating the patient, etc.)
- Acted as a greeter to patients at sign-in and exit

COMPUTER SKILLS

Web Design:

- Adobe: Dreamweaver, InDesign, Acrobat, some Flash
- Microsoft: Frontpage
- Other: BBedit, TextWrangler

Graphic Design:

- Adobe: Photoshop, Illustrator

Print Production:

- Microsoft Publisher, Word, PowerPoint, Works

Media:

- FinalCut Pro, iMovie, iTunes, Podcasting

Languages:

- HTML, XHTML, CSS, PHP, MySQL, some Javascript

Internet Applications:

- FTP, Blogger, WordPress, Wild Apricot, various CMS

Other Applications:

- Microsoft Outlook, Excel

Platforms:

- Windows, OSX

Browsers:

- Explorer, Safari, Firefox, Opera

PROFESSIONAL WORK EXPERIENCE

Senior Student Technology Assistant, 2007 – 2008

College of Liberal Arts Instructional Technology Services, University of Texas, Austin, Texas

Student Technology Assistant, 2005 – 2007

College of Liberal Arts Instructional Technology Services, University of Texas, Austin, Texas

Office and Dental Assistant, Summers 1999 – 2002

Dental Office of Dr. Larry Don Jones, DDS, Rockdale, Texas

VOLUNTEER WORK EXPERIENCE

Online Community Manager & Webmaster, 2009 – current

International Centre for Women Playwrights, Austin, Texas

EDUCATION

B.A., The University of Texas at Austin, Austin, TX, 2007

- Double Majored in Asian Cultures and Languages – Japanese and History
- Obtained 3.325 GPA in Asian Studies, Japanese and Chinese course work

OF INTEREST

- Completed summer UT Study Abroad Program at Oxford University, England
- Traveled extensively in the U.S. and other countries including: Canada, England, Scotland, France, and Japan
- Studied various languages including: Japanese, Chinese, German, and Korean
- Maintained personal websites since 1999