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**SUMMARY** Ten years' experience designing and managing websites. Proficient in web design software, hand-coded XHTML/CSS and JavaScript frameworks. Extensive use of image editing software to create site compositions and web graphics. Experienced in working with and directing developers. Strong project management skills. Skilled in print design, news writing and editing.

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**EXPERIENCE** **Web Designer: September 2009 – Present**  
**nGenera Corporation, Bellevue, WA.**

- Help maintain two high-traffic websites. Create web graphics and icons. Create HTML emails and landing pages. Update site content through content management system. Created mockups and all graphics for two site redesigns.
- Assist with the creation of collateral marketing materials and create graphics for PowerPoint presentations.

**Web Designer / Consultant: August 2001 – September 2009**  
**Online Development Center at Puget Sound Educational Service District, Renton, WA.**

- From wireframes and visual mockups, through XHTML/CSS coding and content integration, created and managed client websites. Worked closely with developers to design user interfaces for dynamic online applications.
- Provided clients ongoing development, design and content management support. Assisted clients with creation of visual and editorial standards.
- Provided occasional print design support to other departments and external clients.

**Web Producer / Publications Manager: January 1999 – March 2001**  
**Military Officers Association of America, Alexandria, VA.**

- Part of a team that designed and managed the association's extensive website. Performed content and structural updates. Created web graphics and developed site-wide graphic and editorial standards. Designed and edited promotional microsites. Managed higher-level programming projects and acted as liaison between internal clients and developers. Assisted in two complete site redesigns.
- Managed all aspects of production of association's non-periodical publications including design, layout, copy editing and pre-press. Negotiated all printing costs. Conducted press checks. Ensured projects were produced on-time and within budget.

**Communications Associate: February 1997 – January 1999**  
**American Society for Public Administration, Washington, DC.**

- Redesigned association's website giving users the ability to join the association, register for conferences and purchase products online. Responsible for all enhancements—design and structural—to the site. Performed daily content updates.
- Assisted in the design, layout, writing and editing of monthly membership newspaper. Designed flyers, brochures and booklets. Coordinated projects with printers. Helped develop yearly print budget. Wrote all association news releases.

**Communications Assistant: April 1996 – January 1997**  
**Low + Associates, Bethesda, MD.**

- From initial concept and rough sketch, through site layout and image creation, assisted in the production of the National Health Service Corps' first website. Helped maintain and update the site.
- Assisted in the production and editing of client newsletter and marketing materials. Wrote and updated client fact sheets. Assisted with marketing research projects including phone interviews and data compilation.

**EDUCATION**

**Bachelor of Arts in Communications: June 1995**  
**University of Washington, Seattle, WA**  
 Concentration: Public Relations

**Associate of Arts: June 1993**  
**North Seattle Community College, Seattle, WA**  
 Concentration: Business Administration/College Transfer

**SOFTWARE & TECHNOLOGIES**

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|---------------|------------------------|-----------------------|
| • Photoshop   | • CSS                  | • WordPress           |
| • Illustrator | • jQuery/MooTools/Spry | • SharePoint Designer |
| • Dreamweaver | • Flash                | • MS Office           |
| • XHTML       | • InDesign             | • Acrobat Pro         |

I work closely with developers and am very comfortable creating page layouts in highly programmed environments such as PHP, classic ASP, ASP.NET and ColdFusion. I have a solid high-level understanding of these technologies and often modify existing scripts and code sets to enhance site functionality.

**OTHER**

**Instructor / Teacher Assistant: 2006 – 2007**  
**School of Visual Concepts, Seattle, WA.**

- Taught introductory and intermediate courses in Dreamweaver
- Teacher assisted introductory courses in Illustrator