



PORTFOLIO

www.speakinwebs.com

CAREER SUMMARY

Over 20 years experience which include skills in retail management, sales, customer service, accounting, corporate administration, quality control, project management, budgeting, client relations, communications, web design and print design. This experience has produced excellent written and verbal communication abilities, keen awareness to detail and accuracy and the ability to multi-task and produce results under pressure while ensuring the highest quality of work. I am a self motivated individual able to prioritize and complete tasks quickly and efficiently.

SKILLS

DESIGN

- Design and development of websites incorporating a combination of HTML, CSS, JavaScript, Flash and Joomla.
- Logos and branding, brochures, business cards, letter head and merchandise displays.
- Directing short films, including editing and sound overlay.

MANAGEMENT AND ADMINISTRATION

- Project Management working with clients, contractors and suppliers designing and building construction projects.
- Developed presentations, spreadsheets and reports for procurement division.
- Wrote several operation manuals for training purposes.

CUSTOMER RELATIONS / SALES

- Customer Service Manager working with customers and employees.
- Retail sales – including team orders and print press operations to complete orders.
- Communications with customers, clients and production plants.

WORK EXPERIENCE & INTERNSHIP

ROBERT BRAATHE ENTERPRISES, VIRTUAL INTERNSHIP
SARATOGA SPRINGS, NY

May 2011 – August 2011

- Created multiple WordPress sites
- Print designs, business cards, flyers, tri-folds
- Digital designs, movie screen ad
- * After the completion of my internship, Robert asked me to continue working with him as a freelance designer and developer.



RA ELECTRIC, PROJECT MANAGER
EDWARDSVILLE, IL 1997 – 2010

- Organize and track electrical and construction projects
- Develop advertising materials
- Process accounts payables

EMERSON ELECTRIC, PURCHASING SECRETARY
FLORISSANT, MO 1994 – 1997

- Provide daily administrative support for department buyers

THE SPORTS AUTHORITY, CUSTOMER SERVICE MANAGER
BRIDGETON, MO 1988 – 1994

- Merchandised product for store
- Tracked sales and oversaw cash office
- Trained and scheduled front line personnel

EDUCATION

• Bachelor of Fine Arts in Web Development – October 2011 Summa Cum Laude
International Academy of Design and Technology Online

• Associate of Science in Web Design – February 2011 Summa Cum Laude
International Academy of Design and Technology Online

SOFTWARE KNOWLEDGE/SKILLS

- | | | |
|---------------------|---------------------------|---------------|
| • Adobe Illustrator | • Microsoft Word | • My SQL |
| • Adobe Photoshop | • Microsoft PowerPoint | • WordPress |
| • Adobe In-Design | • Microsoft Excel | • Joomla |
| • Adobe Dreamweaver | • Microsoft Publisher | • Java Script |
| • Adobe Flash | • Microsoft ASP.Net | • HTML |
| • Adobe Acrobat Pro | • Microsoft Visual Studio | • CSS |

WEBSITE SAMPLES

- SusanQuillin - <http://sq-travelbydesign.com/beta/>
- Kristin Jensen - <http://kristenjensen.com/blog/>
- TechTwo - <http://mannerspositivityheroics.com/techtwo/>
- God’s House - <http://www.godshouse4u.org/>
- Robert Braathe - <http://robertbraathe.com/>
- Ace Windows - <http://acewindowfashions.wordpress.com/>