



PORTFOLIO

You can find my online portfolio here: 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.

SKILLS AND EXPERIENCE

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.

EDUCATION

- *Associates of Science, Web Design - February 2010*
Summa Cum Laude
International Academy of Design and Technology
- *Bachelors of Science, Web Development - 2011*
International Academy of Design and Technology

SOFTWARE KNOWLEDGE/SKILLS

- | | | |
|---------------------------|-------------------|--------|
| • Adobe Creative Suites 4 | • CMS / Joomla | • HTML |
| • Microsoft Office Pro | • Java Script | • CSS |
| • Windows Movie Maker | • Action Script 3 | • ASP |

