

## PROFILE

Budding, skilled coder with XHTML & CSS. Fun, creative graphic designer that can work on anything from logos to books. Familiar with Javascript, PHP, ColdFusion, & Flash. Diligent learner who quickly absorbs available information. Passionate about design.

## PROFESSIONAL EXPERIENCE

### **Web/Graphic Designer, Jessica Grace Designs • July 2008 - Present**

Design and development of new websites; re-designing and maintenance of existing websites; logo development and re-design; and other graphic design projects

### **Web Designer/Developer & IT Support, OIS Media, Inc, Destin, FL • Nov 2010 - Present**

Support the OIS team in creating and updating websites, create new content and applications, supports Sales Team in social media planning and promotion.

### **Web/Graphic Designer, Passport America, Crestview, FL • February 2008-November 2010**

Design/development of new sites; maintenance/re-design of existing sites; graphic design; desktop publishing, including designing the layout & overall look of three 400+ page directories; basic writing & editing; answering phone calls; customer service.

### **Product Flow Specialist, Nike Factory Store, Destin, FL • June 2003-April 2010**

Visual design and merchandising, customer service, handling cash flow, training new employees, communicating with customers over the phone, and the delegation of tasks to co-workers

### **Educator, Rocky Bayou Christian School, Niceville, FL • Sep 2006 - Jun 2007**

Supervised students, enforced rules, led in team building exercises, administered and input data into computer, and performed other clerical duties, which included organizing the office, typing, copying, and answering phone calls.

### **Assistant and Grader for English Professor, The Baptist College of Florida, Graceville, FL • Jan 2005 - Dec 2005**

Graded undergraduate college student's tests, quizzes, and papers; aided professor in answering students questions and concerns; performed other clerical duties, including organizing, dictation, typing, copying, and answering phones

## EDUCATION

**The International Academy of Design & Technology Online, Tampa, FL**  
Associate of Science in Web Design, Magna Cum Laude

Graduated in **Feb 2010**

**Okaloosa Walton College, Niceville, FL**  
Coursework in Graphics Technology

**Aug 2007- May 2008**

**The Baptist College of Florida, Graceville, FL**  
Bachelor of Arts in Counseling, Magna Cum Laude

Graduated in **Dec 2005**

## HONORS AND AWARDS

Bright Future's Merit Scholar, National Dean's List 2003-2004, Four-time Nike ACE Award winner [employee of the month]

## SOFTWARE & LANGUAGE KNOWLEDGE

**Design/Development Software:** Photoshop, Illustrator, InDesign, Flash, Dreamweaver, Eclipse, Notepad++, MySQL, MsSQL, FileZilla, FTP Professional

**General Software:** Microsoft Word, Excel, Powerpoint, Publisher

**Development Frameworks/CMS:** CakePHP, Joomla, Wordpress

**Coding Languages:** XHTML, CSS, SQL, Basic Javascript, Basic Actionscript, Moderate PHP, Moderate ColdFusion

## SKILLS & CAPABILITIES

- Hand-coded, standards compliant website design
- Image/Illustration Design
- Photo Manipulation
- Page layout
- Extensive experience working with customers
- Leadership responsibilities over peers
- Grammatical editing/Writing
- Basic Spanish