

INDUSTRY SKILLS

Photoshop	Illustrator	Image Ready
InDesign	Quark Xpress	Microsoft Office
Dreamweaver	Homesite	HTML

EDUCATION

International Academy of Design & Technology Tampa, FL
Associate of Science, Graphic Design March 2007

Capitol College Laurel, MD
Bachelor of Science, Software and Internet Applications May 2005

RELATED EXPERIENCE

Advertising Assistant

- 2006 - Present duPont Registry St. Petersburg, FL
- * Liaison between production and clients to meet production deadlines
 - * Handle and proof all advertisements
 - * Assist Sales Representatives with day-to-day activities in order to meet the projected sales goal for the month

Web Design

- 2005 - 2006 Digital Bay Media Clearwater, FL
- * Designed web templates and logos for current and new clients
 - * Utilized ColdFusion to assist with basic programming

Junior Analyst

- 2004 Bureau of Land Management of Eastern States Springfield, VA
- * Assisted with maintenance of internal and external websites
 - * Redesigned company website to make it compatible with all browsers and compliant with the W3C

Junior Web Developer

- 2003 - 2004 American University Washington College of Law Washington, DC,
- * Used implementation tools to assist with maintenance of internal and external websites

WORK EXPERIENCE

- 2005 First Advantage Largo, FL **Production Assistant**
- * Conduct job applicant background checks and enter data into software programs
- 2002 Mariner Health of Bethesda Bethesda, MD **Receptionist/Medical Records Asst.**
- * Greeted visitors, answered phones, and directed calls
 - * Took messages and provided clerical support to staff as needed
 - * Copied, filed, thinned and faxed medical records
 - * Ordered forms and sent confidential medical records packages