



## Skills & Capabilities

- ✦ Creating custom web designs; from wireframes and mockup through implementing the polished final theme
- ✦ Drupal front-end developing and theming
- ✦ Proficiency with many programs and web languages:
  - Strong HTML & CSS skills, some PHP
  - Adobe Photoshop, Illustrator, and InDesign
  - Microsoft Word, PowerPoint, and Excel
  - WebEx, GoToMeeting, and BeaconLive Event Conferencing Systems
  - Camtasia & Screenflick screen recording software
- ✦ Establishing strong, positive relationships with clients and team members
- ✦ Strong ability to multi-task, organize, and work on multiple projects simultaneously
- ✦ Creative marketing writing and technical writing
- ✦ Digital photography, photo and video editing

## Experience

### Web Designer & Creative Problem Solver

*Switchback LLC, May 2009 – Present*

- ✦ Create custom website designs using Photoshop
- ✦ Apply custom Drupal themes using CSS, preprocess functions, and custom Drupal template files
- ✦ Install and configure Drupal modules, views, content types, taxonomies, and menu systems
- ✦ Train clients to use Drupal CMS and CiviCRM
- ✦ Write custom documentation for software as a service, built on CiviCRM
- ✦ Support clients with technical questions and project management

### Freelance Print and Web Designer

*Various Clients, Fall 2005 – Present*

- ✦ Design and build custom websites, logos, signage, advertisements, and product packaging
- ✦ Train clients to effectively use their website
- ✦ Ensure cross-browser compatibility

### Graphic Designer

*Balance Consulting LLC, Dec. 2005 – April 2009*

- ✦ Created brochures, catalogs, advertisements, logos, and multimedia advertisements
- ✦ Designed and formatted PowerPoint slides for seminars and webinars
- ✦ Worked with marketing department to develop concepts and identity systems while adhering to brand identity

### Web Designer

- ✦ Maintained and updated theme on the Drupal website
- ✦ Designed two additional websites for Manchester Software and the 1099 National Conference using HTML, PHP, CSS, Photoshop and Dreamweaver
- ✦ Updated website content to increase SEO
- ✦ Worked with Google Analytics and AdWords to strengthen marketing initiatives and increase conversion rates
- ✦ Designed and built HTML e-mails, ensuring cross-platform and e-mail client compatibility

### Chief of Design, Page Designer

*The Eastern Echo, Fall 2003 – Spring 2006*

- ✦ Designed front page, sports, features, and entertainment sections
- ✦ Supervised all other designers and oversaw production and layout

## Education

**Eastern Michigan University, Ypsilanti, MI.**

Bachelor of Science, Emphasis in Communication Technology & Graphic Design.

National Association of Information Technology accredited program. Graduated with 3.80/4.0 G.P.A., Magna Cum Laude.

## Awards & Scholarships

Presidential Scholarship, \$46,000 over four years; Aid Association for Lutherans & M.E.A.P. Scholarships, \$4,500 combined; Rookie-of-the-Year Award & Best Page Design Award from the Eastern Echo