

OVERVIEW

Emily is a graduate of the MIS program at Midstate College in Peoria, Illinois, and is seeking a Graphic Design or Web Development position in the Phoenix area. Emily has notable analytical skills combined with the necessary soft skills crucial for successful communication. She is creative and quick-thinking, able to develop and execute plans with ease and professionalism, and her strongest proficiencies are in graphic design conceptualization and implementation.

EDUCATION

Midstate College Peoria, IL

- Bachelor of Science in Management Information Systems
Graduated cum laude, November 2008

- Associate of Applied Science in Computer Information Science – Web Development
Graduated with high honors, May 2005

EXPERIENCE

Foote Consulting Group, LLC Glendale, AZ

- MIS/ Research Specialist, November 2008 – Present
 - Designed Web site and all graphics
 - Responsible for all Web site development, maintenance, and projects
 - Consults with associates and clients regarding projects
 - Handles project documentation and research
 - Assists with project planning, development, management, and closing

Peoria Journal Star, Gatehouse Media Inc. Peoria, IL

- Online news assistant, March 2008 – February 2009
 - Was committed to a four-person multimedia team
 - Succeeded in fast-paced environment, against nightly deadlines
 - Responsibilities included: content choice and layout, content management, graphic design, Web site design and maintenance, research, editing videos and other multimedia content, and various photo technician duties.
- Photo technician/news assistant, March 2007 – March 2008
 - Worked independently to produce content for print against deadlines
 - Assisted various departments with large projects
 - Responsibilities included: toning and working photos for print, scanning photos and documents, database work, photo archiving, downloading content, meeting weekly photo-production deadlines, etc.

Art Photography by Mary Hopedale, IL

- Photo technician/graphic artist, July 2005 – March 2007
 - Created original designs and graphics
 - Handled all advertising, including creation and maintenance of Web site
 - Responsibilities included: working photos for development, design concepts, scheduling appointments, assisting with shoots, clerical duties, meeting daily photo production quotas, etc.

Lady Wellness Fitness and Spa Peoria, IL

- Office assistant/desk clerk, August 2002 – September 2005

- Assisted with in-house advertising
- Designed local Web site
- Composed training manual
- Responsibilities included: clerical duties, scheduling appointments, database work, sales (membership and retail), etc.

SKILLSUMMARY

- Applications: Adobe (Acrobat, Dreamweaver, Flash, Illustrator, InCopy, InDesign, Photoshop); MS Office (MOUS certifications in Access, Excel, and Word); Visio; MS Project
- Programming: Proficient in ActionScript, CSS, HTML, JavaScript, XHTML; knowledge of .NET, PHP, SQL, VB.net, VBScript
- Systems: Expression Engine; WordPress; CAMS (archiving); database systems (Access, Oracle, ATS, etc.); Windows OS (1998 SE and up); Mac ("classic" and up); familiar with Unix; Zope (content manager)
- Additional: hardware knowledge (A+ coursework); basic troubleshooting; system design (SDLC, OOAD, PERT, use case and other modeling); database development; data warehousing; interconnectivity and networking