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| Calin | Day | Calin@CalinDay.com |
| Skill | Proficiencies | |
| | <ul style="list-style-type: none"> • Windows, Mac OS • Flash, Dreamweaver • Cvent, Email Labs, EnableMail | <ul style="list-style-type: none"> • Photoshop, Illustrator, Imageready, InDesign • Microsoft CRM, Outlook, Word, Excel, PowerPoint, Access • HTML, Javascript, Linux Servers • Coldfusion, Perl, PHP, ASP, MS SQL, MySQL |
| Work | Experience | |
| Brella Productions | <p>Web Project Manager 2009 - Present</p> <ul style="list-style-type: none"> • Manage web, interactive, and video teams in a production environment. • Primary client contact during production. • Build estimates for Sales and Account Managers. • Build and execute projects based on estimates with input from team. | <p>Brella Productions, Inc. www.Brella.com</p> <ul style="list-style-type: none"> • Build hourly estimates for projects. • Build timelines for projects. • Manage multiple people on all aspects of projects. • Write documentation for projects. • Write company management policy documentation. • Recommend company web policy & best practices. • SEO. • Web development. |
| Staywell Custom Communications | <p>Client Services Coordinator 2005 - 2009</p> <ul style="list-style-type: none"> • Maintain, manage, developed mass HTML and text-only e-mail marketing campaigns, web versions, and surveys. • Manage company-wide updates into database systems and provide backup for print logistics across all platforms for accurate, timely printing of products. | <p>Staywell Custom Communications www.StaywellCustom.com 909 Davis Street, 6th Floor Evanston, IL 60201</p> <ul style="list-style-type: none"> • Train various staff members with software programs, including WebEx, Microsoft CRM, Outlook, Virtual Ticket, and other custom online/offline applications. • Provide SCC and clients with a variety of reports using several database systems. • Create a digital storage method for all client contracts. |
| Health Newsletters Direct | <p>Manager of Information Systems 2003 - 2005</p> <ul style="list-style-type: none"> • Develop 60+ person company database and intranet in Coldfusion, HTML, ASP, SQL, Access Database, CSS, ASPX, CGI, and other methods employed. • Maintain, manage, and | <p>(HND was bought by Medimedia, which became Staywell, listed above.)</p> <ul style="list-style-type: none"> • Troubleshoot and help maintain workstation integrity, Mac OS X, OS 9.2, Windows XP, Windows 2000, Windows SQL 2000-2003 server use. • Develop company training programs, including MS PowerPoint, Excel, Live Meeting, WebEx, Microsoft CRM, PWS, Virtual Ticket, and other software applications. |

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| | develop mass HTML and text-only e-mail marketing campaigns. | |
| FutureSolutions.Net | <p><i>Creative Director</i> <i>2000 - 2003</i></p> <ul style="list-style-type: none"> • Assist with all aspects of web site development from inception to completion. • Client meetings, sales, project management, timeline assessment, budget considerations, programming, and design. | During my work with FutureSolutions.Net I learned Search Engine Optimization standards and programming in Perl, as well as learning to administer a small business from the ground up. |
| Mac University | <p><i>Professional Trainer</i> <i>2001 - 2003</i></p> <ul style="list-style-type: none"> • Train corporate, small business, independent, freelance, and other adult students in a classroom setting. | <ul style="list-style-type: none"> • Photoshop • Dreamweaver • Illustrator • HTML • Director |
| OpDesign | <p><i>Freelance Web Design Intern</i> <i>Summer 2000</i></p> <ul style="list-style-type: none"> • Application of program knowledge for Web Design from site inception to completion. • Created original content for professional web sites, including flash animation, static design, HTML, and output to standard video format from Flash. | <ul style="list-style-type: none"> • Created logos for print and online clients. • While at OpDesign I had the opportunity to work with two world class designers, both by the name of Patrick, and learned about high end design for clients both large and small. |
| Educational | Background | |
| The School of the Art Institute of Chicago | <p><i>Bachelor of Fine Arts</i> <i>May 2000</i></p> | <p>Major: Art & Technology Minor: Print & Web Design</p> |
| CD | | Calin@CalinDay.Com |
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