

Skill

Proficiencies

- Windows
- Mac OS
- Flash, Dreamweaver
- Cvent, Email Labs, EnableMail
- Photoshop, Illustrator, Imageready, InDesign
- Microsoft CRM, Outlook, Word, Excel, PowerPoint, Access
- HTML, Javascript, Linux Servers
- Coldfusion, Perl, PHP, ASP, MS SQL, MySQL

Work

Experience

Staywell Custom Communications

Client Services Coordinator
2005 – 2009

- 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.

Staywell Custom Communications - www.StaywellCustom.com
909 Davis Street, 6th Floor
Evanston, IL 60201

- 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

Manager of Information Systems
2003 – 2005

- Develop 60+ person company database and intranet in Coldfusion, HTML, ASP, SQL, Access Database, CSS, ASPX, CGI, and other methods employed.
- Maintain, manage, and develop mass HTML and text-only e-mail marketing campaigns.

(Health Newsletters Direct is now Staywell, listed above.)

- 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.

FutureSolutions.Net

Creative Director
2000 – 2003

- Assist with all aspects of web site development from inception to completion. Including 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

Professional Instructor
2001 – 2003

- Train corporate, small business, independent, freelance, and other adult students in a classroom setting.

- Photoshop
- Dreamweaver
- Illustrator
- HTML
- Director

OpDesign Interactive Media

Freelance Web Design Intern
Summer 2000

- 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.

- 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

Bachelor of Fine Arts
May 2000

Major: Art & Technology
Minor: Print & Web Design