

WORK EXPERIENCE

TMC **WEB DESIGNER/DIRECTOR OF CHANNELS AND COMMUNITIES**

April 2005 - Present

Responsible for work in a fast paced, dynamic environment. Collaborate with a team of Developers in determining all necessary coding requirements for website creations including forms, and specialized scripts.

- Ability to create responsive websites from concept to completion.
- Conceptualize and develop graphical interface for clients using html coding.
- Prepare banner ads for the web.
- Create html e-mail blasts.
- Develop mockups, and final artwork for projects.
- Optimize pages for higher search engine optimization results.
- Work directly with clients to develop websites.
- Responsible for look and feel of client websites as well as multiple internal online projects.
- Promoted from Sr. Web Designer to Director in February 2010.
- Promoted from Web Designer to Sr. Web Designer in July 2007.

GARTNER GROUP **FREELANCE GRAPHIC DESIGNER**

Jan 2005 - April 2005

- Designed collateral materials for print.

YOGA JOURNAL **FREELANCE PRODUCTION ASSISTANT**

July 2003 - May 2004

- Prepared all client ads for publishing.
- Managed multiple projects daily.

MERRILL **ASSISTANT ART DIRECTOR**

ANDERSON

July 2002 - Jan 2003

- Designed logos, brochures, and sales sheets from concept to completion.
- Designed company's website.
- Produced photos and illustrations for all designs.

WEEKLY READER **SR. MANUFACTURING SPECIALIST**

Nov 1998 - July 2002

- Responsible for overall production of seven major periodicals.
- Coordinated and managed all elements for pre-press, printing and mailing.
- Reviewed and approved all electronic files for accuracy prior to release.
- Designed, logos, stationery and supplemental materials for periodicals.
- Managed periodical paper consumption.
- Examined transparencies and reflective art to assure accuracy.

WWE **PRODUCTION SPECIALIST**

Jan 1997 - Oct 1998

- Effectively managed numerous diversified projects simultaneously.
- Tracked the production status of all projects, ensuring a timely completion.
- Assisted in getting competitive quotes and departmental approvals.
- Marked up color on original transparencies to be scanned.
- Reviewed various types of proofs for accuracy and whether they met required guidelines.

WORK EXPERIENCE

**COWLES
BUSINESS
MEDIA**
Jan 1994 -
Dec 1996

PRODUCTION COORDINATOR

- Designed specialty projects.
- Purchasing agent for all assigned projects.
- Served as liaison between vendors, designers and internal marketing department.
- Acquired and exercised knowledge of all postal regulations and costs.
- Managed distribution of product.
- Reviewed and approved all production invoices.

DONNA KARAN
Oct 1992 -
Jan 1994





ASSISTANT SPECIFICATION TECHNICIAN

- Analyzed fit construction—start to finish and through quality control.
- Maintained daily contact with foreign and domestic manufacturers.
- Measured, specked and graded garments for production fittings.
- Communicated pattern corrections via sketches and written instructions.
- Responsible for tracking the development of each clothing season.
- Assisted designers, tailors, and pattern makers in daily fittings.

EDUCATION

Philadelphia University
Bachelor of Applied Science (B.A.Sc.)

SKILLS

Adobe CS	
Bootstrap	
CSS3	
HTML(5)	
Javascript	
WordPress	