
EXPERIENCE

Acorn Soupe **Office Manager**

Napa, CA
10/05 – Present

- Organize and manage the office for this non-profit organization
- Create and update HTML pages, PDFs and images for the web site
- Work to organize and manage yearly fundraiser the Tree of Life Gala

TrustBenefits Online **Content Administrator**

Emeryville, CA
1/02 – 8/05

- Analyze client documentation to develop website architecture for static and dynamic sites of varying sizes
- Collaborate with writing team and clients to design and format documents to meet website design specifications and usability requirements
- Create and modify images for corporate and client websites including interface-design graphics, photographs, and general web images
- Manage and maintain dual-interface versions of complex client file sets using the Visual Source Safe document/file management application
- Collaborate with client representatives and account executives to review and modify website content on an as needed basis. Site modification ensure content is current and accurate and that website design and structure meet marketing and design goals

AspenMedia **Web Designer**

San Francisco, CA
11/99 - 3/01

- Met with clients to assess and develop the company's style, workflow, and needs
- Worked with a team to developed site architecture and graphic style to create several possible solutions for the customer
- Designed graphic interface for web sites including Parlay International (www.parlay.com) and 501c (www.501c.com)
- Created and maintained a weekly newsletter for Military.com
- Updated web sites by editing and/or creating Flash applications, animated GIFs, JPGs, HTML and Javascript

California Academy of Science **Freelance Web Developer**

San Francisco, CA
9/01 – Present

- Designing and creating a kids web page for the museum web site
- Site utilizes java script, flash and HTML programming
- Layout and design using Illustrator, Photoshop and Dreamweaver

Web Developer

12/97 - 11/99

- Created graphics and layout for pages on the museums web site including frequent publications such as *The Academy*, *California Wild*, and the education course catalog (www.calacademy.org)
- Maintained all aspects of the Academy web site and Intranet for almost a year while web master position was open
- Trained co-workers in the creation and use of web sites

EDUCATION

Academy of Art College **Bachelor of Fine Art**

San Francisco, CA
Graduated 1999

Major: Computer Art with an emphasis in Interactive Digital Multimedia
Relevant Courses: Color and Design; Digital Imaging; Digital Illustration; Web Design; Digital Media; Interface Design; Digital Video; Digital Photography

Nebraska Wesleyan University **Bachelor of Science**

Lincoln, NE
Graduated 1994

Major: Business Administration with an emphasis in Marketing
Relevant Courses: Commercial Design; Computer Graphics; Marketing; Promotional Strategies; Consumer Behavior; International Business in Turku, Finland

San Francisco City College **French Language Classes**

Classes from 2001-2003
Studied in Paris July 2001

Napa Valley Community College **Painting Classes**

2005 - 2006

COMPUTER SKILLS

DreamWeaver, Photoshop, Illustrator, Flash, Premier, PageMaker, Publisher, Quark, Word, Excel, scanners and digital cameras