

Erica Tollefson

Web Developer / Designer

Email: erica.nosfellot@gmail.com

Portfolio: <https://www.ericatollefson.com/>

GitHub: <https://github.com/EricaTollefson>

LinkedIn: <https://www.linkedin.com/in/erica-tollefson-nm/>

Objective

I am a freelance web developer and designer who aims to help creatives and solopreneurs build their businesses

Education

Deep Dive Coding Bootcamp, Albuquerque, NM - September, 2019
Full Stack Web Development Certification

Santa Fe Community College, Santa Fe, NM - May, 2019
Associates in Media Arts/Web Design & Photography | Certificate in Social Media
Honors: Phi Theta Kappa Honor Society; Dean's List, 6 semesters

Seattle University, Seattle, WA - March, 2002
Bachelor's in Sociology/Social Work
Honors: magna cum laude

Technical Skills

- HTML
- CSS3
- Javascript
- MySQL
- PHP
- Bootstrap
- React
- Git
- WordPress.org
- WordPress.com
- Adobe Photoshop
- Adobe Bridge
- Adobe Illustrator
- Adobe After Effects
- Adobe InDesign

Experience

Intern, Lensmen Photography, Dublin, Ireland | January, 2019 - March, 2019

- Updated WordPress sites with new themes utilizing custom CSS, and added photo, video and blog content
- Created Facebook business page for client highlighting handcrafted jewelry for sale
- Performed research, scanning, photo editing and photo uploading for the Irish Photo Archive

Paralegal, Bernalillo County, Albuquerque, NM | December, 2014 - August, 2016

- Prepared and transmitted court filings with critical deadlines
- Managed and updated databases regarding case status and file management
- Utilized online resources to synthesize background information regarding civil cases

Patent Paralegal, Perkins Coie LLP, Seattle, WA July, 2011 – October, 2014

- Managed a docket of 450 patent portfolio cases
- Supported attorneys with critical due diligence projects by utilizing online resources for patent portfolio research and analyzing and organizing data using spreadsheet and database tools
- Prepared and electronically filed patent application documents with U.S. and foreign patent offices