Michelle Lawson

Web Content Specialist

Everett, WA

Phone: 206.487.2927

Website: [Michelle Lawson](http://michellelawson.biz/)

Email: [Michelle.Lawson00@outlook.com](mailto:Michelle.Lawson00@outlook.com)

LinkedIn: <http://www.linkedin.com/in/michellellawson>

Twitter: <https://twitter.com/_MichelleElle_>

Facebook: https://www.facebook.com/CodeMonkeyAtPlay

**Summary**

Seeking a remote telecommute web content manager/junior web developer opportunity. As a web content manager, I excel in maintaining consistent, effective content. As a developer I am skilled at creating compelling and efficient multi page websites. Areas of expertise include leadership, training, web content management, front end web development, html5, css3, technical troubleshooting, multi-departmental collaboration, teambuilding and communication skills.

Web Development Skills:

HTML5, CSS3, JavaScript, Adobe Experience Manager, HP Teamsite, Limelight, Microsoft Expression 4, Adobe Dreamweaver

Education

* 2013: Associate of Technical Arts, Web Application Developer, Edmonds Community College, Lynnwood, WA
* 2004: Associate of Science, Computer Network Systems, ITT Technical Institute, Lathrop, CA

**Work Experience**

**9/16 - Present: Web Content Implementation Specialist**

InfoSys BPO, LTD: Bothell, WA

* Contract position at AT&T, focusing on sales-oriented website
* Leveraging Adobe Experience Manager and HP Teamsite content management systems, manage multiple projects involving page creation, content management and maintenance of AT&T’s customer facing website
* Showcase new and existing products and services to drive customer interest and increase sales
* Collaborate with business stakeholders and testing team before publishing content to live website
* Work with testing team to resolve bugs and republish pages and content
* Participate in conference calls with business stakeholders on the multiple projects assigned to me, regarding planning, time management and resource allocation
* Consistently keep project managers and web content implementation managers apprised of project progress. Liaison between project managers, developers and web content implementation managers to ensure projects' successful completion

**7/16 – 9/16: Web Producer**

Insight Global: Bellevue, WA

* Contract position at Walgreens, managing content on Beauty.com and Drugs.com sales-oriented websites
* Utilizing home grown content management system, showcased company products, sales and promotions by creating and updating web content per sales manager specifications

* Consistently met strict deadlines in fast paced sales-oriented environment
* Inserted html where needed

**10/15 -6/16: InfoPedia Publishing Manager**

Allyis: Kirkland, WA

* Long term contract position at Microsoft
* In a fast-paced environment, contributed to the implementation of web content on sales team-facing Microsoft website
* Ensured content and images matched website copy and consult with product managers when discrepancies occurred
* Served on team that determined standards and guidelines relative to website content

**8/14 – 3/15: Web Producer/Content Manager**

Dave’s Moving Service: Auburn, WA

* Startup company based in Auburn, WA
* Hand coded compelling website and authored/implemented content for company’s customer facing website. **NOTE: site has been redesigned since my departure**
* Embedded images and videos and created guestbook
* Worked with marketing vendor to determine advertising strategy

**12/13 – 3/15: Business Planner, Writer, Editor**

IT Alchemy: Auburn, WA

* Startup company based in Auburn, WA
* Authored, edited and finalized company business plan

* Worked closely with company owner to define mission statement and customer service philosophy
* Wrote customer-geared marketing material and emails

* Edited documentation provided by company owner
* Worked closely with marketing vendors to develop sales strategy

**9/13 – 11/13: Front End Web Designer/Content Manager**

Adecco Technical, Bellevue, WA

* Contract position at Fluke Corporation in Everett, WA
* Contributed to a strong web team updating 55+ sites in 23+ languages in a fast-paced environment with tight deadlines using Limelight CMS

* Edited copy and updated webpages
* Collaborated with other departments to ensure accurate and timely delivery of jobs

* Proofed copy and ensured images matched same

**10/09 – 6/11 - Client Technology Solutions Analyst**

The North West Company International: Bellevue, WA

* Supported, imaged and configured Dell and HP desktops, laptops, multi-function printers and software in one Bellevue office and one Tacoma office

* Imaged, transported, setup, and maintained all computers in new office Tacoma

* Greeted users on their first day and performed initial IT training for both offices
* Was first point of contact for technical support for several travelling executives and six remote offices across the country

* Active Directory and SCCM administration; granted rights to network resources, created/managed GPOs and local computer policy

**3/05 – 8/09 - Help Desk Lead/End User Support Technician**

Tetra Tech: Bothell, WA

* Led help desk
* Analyzed data from help desk on a quarterly basis to determine training needs
* Authored quarterly training material accordingly and conducted training session to the office of 50+ users, 20 users in branch office and all remote users

* Revised outdated end user facing knowledgebase. Authored and published new knowledgebase documents as needed
* Managed the new hire procedure as it pertains to IT assets and the process by which contractors were granted network access