Ragen E. Sanner

Objective is to utilize recently-obtained front-end development skills with project management and customer-relation skills within the tech community.

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EXPERIENCE

The Iron Yard, Front-End Engineering student
January to May 2017

12-week intensive course focusing on HTML, CSS, and JavaScript. Have incorporated use of Bootstrap, Bulma, and React in course assignments.

Human Kinetics Publishing, Developmental Editor
January 2005 to November 2016

- **Project management—**
  - Led team communications through weekly scheduling updates and monthly budget analysis and projection.
  - Kept Access databases updated to facilitate cross-organizational communication.
- **Customer relations—**
  - Updated author handbook to reflect new house procedures and policies for the publishing process, encouraging higher-quality writing with less in-house time required to correct mistakes.
  - Worked with authors to revise manuscripts for organization, balance, clarity, and inclusion of elements to fulfill acquisition vision and enhance audience experience with and understanding of material.
- **Templating—**Developed new Word template and instructions for photo shoot organization.
- **Procedures—**Reviewed photo chapter of editorial handbook to streamline and update procedures for editors and authors.
- **Content development—**
  - Developed online book ancillaries to increase educational experience.
  - Conceptualized artwork used within products to illustrate key information.
  - Organized photo shoots and searched photo library to place photos for decorative purposes or to display techniques.
- **Company Enhancement—**Organized photo shoots for in-house stock photo library.

Human Kinetics Publishing, Assistant Editor
February 2003 to January 2005

- **Project management—**
  - Coded manuscript with style tags for layout in InDesign.
  - Led team communications through weekly scheduling updates and monthly budget analysis and projection.
- **Procedures—**Authored content proof editorial handbook chapter.

Macon County Emergency Telephone Systems Board, Communications and Administrative Assistant
May 2001 to February 2003

- **Templating—**Designed forms for use by enhanced 9-1-1 testing operators.
- **Communications and Design—**Designed ETSB logo, business cards, and communication materials informing residents of address change and enhanced 9-1-1 testing procedures through letters, pamphlets, and doorknob hangers.

SKILLS

- Word ■■■□
- Power Point ■■■□
- Outlook ■■■□
- Excel ■■■□
- Access ■■□□
- HTML ■■□□
- CSS ■■□□
- JavaScript ■■□□
- Bootstrap ■■□□
- Bulma ■□□□
- React ■□□□

EDUCATION

MS Communication,
Illinois State University

BS Public Relations, minor in English,
Illinois State University

FREELANCE

- Editing, organization, photo preparation, and layout—
  Dear Audrey: Love, Jim (2013), a collection of love letters during World War II and memories compiled by Audrey Sanner.
- Editing and layout—New memoir by Audrey Sanner.

INTERESTS