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| **Ragen E. Sanner** | Objective is to utilize front-end development, project management, and customer-relations skills within the tech community. | | ragens9@att.net |
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| ragens9.github.io/portfolio/ linkedin.com/in/ragensanner/ github.com/RagenS9 medium.com/@ragens9 | | | |
| **EXPERIENCE**  **The Iron Yard, Front-End Engineering Student**  *January to May 2017*  12-week intensive course on HTML, CSS, and JavaScript. Have incorporated use of Bootstrap, Bulma, and React in course projects.  **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.     - Updated Access databases to facilitate cross-organizational communication. * **Customer relations—**   + - Updated author handbook to reflect policies for the publishing process, encouraging higher-quality writing with less in-house time required to correct mistakes.     - Worked with authors to revise manuscripts and solidify art and photo ideas.     - Encouraged authors to provide original content to avoid costly permissions fees. * **Templating—**Developed Word template and instructions to organize photo shoots. * **Procedures—**Updated photo chapter of editorial handbook to streamline and update procedures for employees and authors. * **Content development—**   + - Reviewed manuscripts to fulfill acquisitions editor’s vision and enhance audience experience with and understanding of material     - Developed online ancillaries to enhance the educational experience.     - Conceptualized artwork used 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 manuscripts with style tags for layout in InDesign.     - Led team communications through weekly scheduling updates and monthly budget analysis and projection. * **Procedures—**Authored printer proofs 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 for address change and testing procedures. | | **SKILLS**  Word  Power Point  Outlook  Excel  Access  HTML  CSS  JavaScript  Bootstrap  React  Bulma  **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** | |