

Web Production Specialist Web Production Specialist Web Development Professional Cambridge, MA Highly skilled Web Development Professional with extensive experience and expertise in content development, training, and front-end coding. Collaborated in the publication of over 1300 course websites at MIT. As Project Leader at Harvard Business School, facilitated the creation of a computer / web education program for MBA students and staff, wrote the course materials, and served as instructor. Web design clients have included: Harvard Business School, Louis Boston, Game Theory Society, Kennedy School of Government, Suffolk University Law School, and others. Excellent satisfaction record with coworkers and clients. Key skills include: Website Publishing Training / Documentation Content Development Project Management Content Management Systems Copy Editing / Review HTML / CSS JavaScript Site / Content Accessibility QA Testing Graphic Editing & Design Site Design / Layout Authorized to work in the US for any employer Work Experience Web Production Specialist MIT OpenCourseWare - Cambridge, MA August 2005 to June 2019 Collaborated in the publication of over 1300 course websites. Supported a team of 10-15 with coding, presentation, and copy editing help. Reviewed all materials for internal / accessibility compliance. Served as primary technical trainer and document writer for the group. Planned and executed two site redesigns with team. Maintained our CMS (Plone) and provided front-line user assistance. Collaborated in the planning and testing of CMS and site feature enhancements. Helped guide site usability policy. Made regular content updates on the site home and other 'global' pages. Converted flat graphic designs into working pages during project planning. Acted as point-person for in-house presentation and style standards. Collaborated with an offshore consulting team, coordinating active projects. Assisted in keeping an Intranet (Drupal) updated and available. Played a key role in our CMS migration (from MCMS 2005 to Plone). Freelance Web Developer Self-employed - Cambridge, MA January 1998 to December 2004 Freelance Web Design Consultant Client list included Harvard Business School, Louis Boston, AIDS Housing Corporation, Game Theory Society, Kennedy School of Government, Suffolk University Law School, St. Mary's College of California, and others. Provided needs analysis, content development, iterative site design / coding, ongoing updates/maintenance,

training. At Harvard Business School alone, completed more than a dozen sites - from my home office in 1998-2000 and on-site as an internal contractor in the Web Communications Department from 2001-2003. Technical Support Specialist / Project Leader Harvard Business School - Allston, MA February 1997 to October 1999 As Project Leader: Collaborated in the creation of a computer/web education program for MBA students and staff; wrote the materials and served as instructor; maintained the department website; helped manage and maintain the student computing labs. As Technology Support Specialist: Provided in-person and phone-based desktop support to faculty and staff. Continued my involvement in the computer education program (above). Also created and maintained a new technical support website. Technical Manager Cybersmith - Boston, MA February 1996 to January 1997 Account Executive / Webmaster WRGX-FM 107.1 Radio - Hawthorne, NY May 1995 to July 1996 Education Bachelor's in Management, Specialization in Entrepreneurship Pace University - Pleasantville, NY September 1991 to May 1995 Links <http://www.linkedin.com/in/kevincanavan>

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