

Web Project Manager/Web Developer Web Project Manager/Web Developer Charleston, SC
Authorized to work in the US for any employer Work Experience Web Project Manager/Web
Developer Web Strategy Plus - Remote February 2019 to August 2019 Manage web development
projects from initial wireframe design to completion. Develop and design CMS sites utilizing current
best practices. Drive project delivery according to budget, timeline and scope of work. Manage all
web projects between client, developers and social media department. Assist in troubleshooting,
recovering and launching live sites. Provide online training across various departments along with
clients to ensure best use of online software systems and CMS. Track, follow and generate reports
on web systems, timelines and IT tickets. Office Manager Gorilla Fabrication - Charleston, SC March
2018 to February 2019 Maintain electronic and paper filing systems. Greet visitors, route and
resolve information requests. Generate reports including customer invoicing. Collect electronic and
cash payments. Review, track and prepare budgets; maintain records and databases. Post social
media content, track insights and develop ad campaigns. Update website along with managing new
content. Coordinate employee schedules and time off. Provide office organization. Set-up company
events. Book management appointments. Open the office. Coordinate calendar for project build
schedule. Marketing Director/Office Manager Johnson & Wilson Real Estate, LLC - Charleston, SC
August 2017 to March 2018 Create new print branding materials including: postcards, flyers,
brochures and business cards. Implement and track online recruiting campaigns. Engage in
business networking events. Develop educational lectures and participate in sales meetings. Reply
to all online inquiries and reviews. Manage social media and website. Grow online brand
engagement. Track and record all Instagram, Facebook, Pinterest, Joomla, Twitter and Google
Business Analytics/Insights. Review analytics to rejuvenate marketing strategies. Write plus design
content for email marketing. Attend all marketing events and set up new opportunities. Manage
content for online surveys. IT/Marketing Director RE/MAX Realty Professionals - Bloomington, IN
December 2015 to July 2017 Develop and implement marketing campaigns in accordance with
brand. Write copy for all newspaper ads, press releases, and monthly Homefinder issue. Monitor
campaign spending against budget and kept accurate records. Provide detailed analytics and

insights for all online marketing efforts. Maintain office computer software and networking equipment. Set up and teach staff training for all software systems and processes. Plan, set-up and attend all community events and fundraising campaigns. Education Associate in Computer Science Heartland Community College May 2008 to December 2010 Skills Indesign (9 years), Photoshop (9 years), Zendesk (1 year), Microsoft Office (10+ years), Wordpress (9 years), Dreamweaver (9 years), MailChimp (3 years), Constant Contact (5 years), Quickbooks (2 years) Links <https://meredithcompton.com/> Groups Indigo Fields Architectural Board Committee Member January 2019 to Present Additional Information Technical Skills Meredith Compton PHOTOSHOP WEB DEVELOPER INDESIGN

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