

CONTACT

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[LinkedIn Profile](#)

[Website/Portfolio](#)

SKILLS

Agile Project Management, Communications, Content Management Systems (CMS), CSS, Data Entry, Domain Management, Domain Name Systems (DNS), HTML5, Information Architecture, Javascript, Leadership & Team-building, Mobile Website Optimization, Quality Assurance (QA), Research, SQL, Search Engine Optimization (SEO), Sustainability, Troubleshooting, User Experience (UX), User Interface (UI), W3C Web Standards, Web Content Accessibility Guidelines (WCAG)

LICENSES, CERTIFICATIONS & TRAINING

Google Skillshop - Google Analytics Certification, 2024

Google Cloud - Introduction to Generative AI, 2024

Udemy - Become a Product Manager, 2024

Project Management Institute - Generative AI Overview for Project Managers, 2024

LinkedIn - Interpersonal Communication, 2018

Eleven Fifty Academy - Introduction to Coding, Full-Stack Javascript Application Development (MEAN, MERN), 2017

Crossroads of America Council, Boy Scouts of America - COPE Director (Leadership & Team-building), 2014

Byron Fellowship Educational Foundation - Byron Fellow (Sustainability Expert), 2011

EDUCATION

Ivy Tech Community College - Philosophy & Economics, attended 2011-2014

Carmel High School - Core 40 & Pre-law courses, 2007-2011

PREFERRED TOOLS

accessibe, ahrefs, AnswerThePublic, Canva, ChatGPT, Cloudflare, Figma, GitHub, Google Analytics & Search Console, SEMrush, Visual Studio Code, Wordpress
Mac iOS, Microsoft Office & Windows

Richard G. Heck

Webmaster / UX / SEO

EXPERIENCE

Webmaster, Chreece, 02.2025-present

- Manage and lead site design and content on Wix
- Site redesign & rebuild with updated branding, enhancing accessibility and user experience

Front-end Developer, dgs Marketing Engineers, 11.2024-02.2025

- Developed responsive international WordPress and AEM based websites
- Provided project guidance for site planning, implementation, and design
- Used Javascript, HTML, CSS and PHP to create custom web solutions
- Crafted responsive, engaging and converting email templates
- Collaborated with internal teams and external designers/developers
- Ensured brand consistency, web standards, and timelines were met

Wordpress Developer, audiochuck, 08.2024-01.2025

- Updated CrimeJunkie episode pages with new designs in WordPress; integrated new design elements for improved branding and UX

Webmaster/IT Manager, Carmel Symphony Orchestra, 06.2024-08.2024

- Managed WordPress site ensuring functionality and accessibility
- Collaborated with the marketing team to design, implement, and update the website driving traffic for sales
- Procured and managed the CSO office printer, server, phones, software, email, computers, and other related devices
- Cybersecurity and technical support to office staff and board members

Webmaster, City of Carmel Indiana, 09.2017-01.2024

- Managed and guided collaborative website projects across teams; identified scope and developed strategy within budget and timeline
- Updated content and ensured site functionality, accessibility and security 24/7 for multiple websites, on multiple content management systems (Granicus, Webflow, Wordpress & Wix)
- Designed, created, and implemented custom pages
- Optimized site design and performance for desktop and mobile responsiveness providing an efficient user experience
- Implemented search engine optimization best practices improving site traffic and conversions

Personal Assistant/IT Support, Brad Osborne Real Estate P.C., 2016-2017

- Organized and maintained office filing system
- Assisted with finances and real estate transactions
- Implemented daily check-ins; streamlined processes and created system of prioritization for daily tasks ensuring efficiency
- Performed financial and real estate related data entry tasks

Director of Communications, Byron Fellowship, 2011-2013

- Communicated with nominees, speakers, instructors and venue
- Coordinated nominee application and screening process
- Assisted in preparing attendees and instructors for course work with management of online profiles, grants and travel accommodations
- Facilitated speaker/instructor sessions
- Established Salesforce application setup and social media presence on Facebook, LinkedIn, and Twitter; managed website

NOTE: Gaps in employment were filled with various restaurant and retail positions focused on customer service and sales