

## CONTACT

317-460-6310

[WhatTheGeorge@gmail.com](mailto:WhatTheGeorge@gmail.com)

[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, HTML, CSS, 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 while documenting progress

**Wordpress Developer**, audiochuck, 08.2024-01.2025

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

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

- Hosted and managed the 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-in; streamlined processes and created system of prioritization for daily tasks ensuring efficiency
- Data entry

**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*