

CONTACT

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[LinkedIn Profile](#)

SKILLS

Adobe Experience Manager (AEM), accessiBe, Agile Project Management, Canva, Cascading Style Sheets (CSS), Cloudflare, Communications, Content Management Systems (CMS), Data Entry, Domain Name Systems (DNS), Figma, GitHub, Google Analytics (GA4), Google Search Console, Google Tag Manager, Granicus, HTML5, Information Architecture, Javascript (JS), Mac, Microsoft, Mobile Website Optimization, SQL, Quality Assurance (QA), React, Research, Squarespace, Structured Query Language (SQL), Search Engine Optimization (SEO), Sustainability, Team Development & Leadership, Troubleshooting, User Experience (UX), User Interface (UI), Visual Studio, W3C Web Standards, Web Content Accessibility Guidelines (WCAG), Webflow, Windows, Wix, Wordpress, Writing

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

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

LinkedIn - Interpersonal Communication, 2018

Crossroads of America Council, Boy Scouts of America - COPE Director (Challenging Outdoor Personal Experience), 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

Richard G. Heck

Webmaster / UX / SEO

EXPERIENCE

Webmaster (Contract), 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 (Contract), 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 (Contract), 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

Wordpress sites (& Page Builders)

Current Clients:

<https://buffalotechco.com/> (Gutenberg, *personal*)

Rebuilds coming soon:

<https://brownhoundstudios.com/>

<https://atistage.org/>

Past Clients:

<https://aerodyn-global.com/> (Gutenberg)

<https://byronfellowship.org/> (Divi, *rebuilt since my work*)

<https://carmelartsanddesign.com/> (Enfold)

<https://carmelsymphony.org/> (Divi, *rebuilt since my work*)

<https://crimejunkiepodcast.com/> (Divi)

<https://dgsmarketingengineers.com/> (Divi)

<https://dixiemill.com/> (Divi)

<https://estesaws.com/> (The7, WPBakery)

<https://estesdm.com/> (The7, WPBakery)

<https://estesmailbox.com/> (The7, WPBakery)

<https://fortififoodsolutions.com/> (Gutenberg)

<https://megastir.com/> (KingComposer)

<https://ezseries.mazakusa.com/> (Gutenberg)

<https://midtownplazacarmel.com/> (Enfold)

<https://municipalmach.com/> (Gutenberg)

<https://paysmartusa.com/> (Elementor)

<https://regousa.com/> (Divi)

<https://roseofjerichoinc.com/> (Gutenberg)

<https://sushiboss.com/> (Gutenberg)

<https://swgleadership.com/> (Divi)

<https://westohiotool.com/> (Salient, WPBakery)

Other CMS

Current Clients:

<https://www.chreeceaf.com/> (Wix)

Past Clients:

<https://carmel.in.gov/> (Granicus)

<https://choosecarmelin.com/> (Granicus)

<https://mazak.com/us-en/> (Adobe Experience Manager)

<https://reflect-carmel-tv-carmel-in.cablecast.tv/CablecastPublicSite/> (Cablecast)

<https://reshorennow.org/> (ColdFusion)

<https://theiceatcartergreen.com/> (Webflow)