

BROOKLYN VAN BEBBER

WEB ACCESSIBILITY SPECIALIST | FRONT-END DEVELOPER

bevanbebbber@gmail.com

SKILLS

- WCAG Guidelines
- ADA/Section 508
- Microsoft Suite
- SEO
- HTML, CSS, JS
- CMS
- Crisis Communication
- Video Editing
- Adobe
- Content Creation

EDUCATION

COMMUNICATION STUDIES

Bachelor of Arts
University of Montana

FRONT-END DEVELOPMENT

Certificate
SheCodes

EXPERIENCE

COMMUNICATIONS WEBMASTER / VIDEOGRAPHER

Aiken County Public Schools | May 2024 - Current

- Oversaw migration of district and schools' websites to an alternative vendor.
- Ensuring and coordinating district-wide compliance, training, and support with Section 508 and Web Content Accessibility Guidelines (WCAG) 2.1 Level AA compliance.
- Collaborating with others for page updates and re-designs.
- Serves as part of the Communications Staff on the crisis/reunification response team.
- Communicate mass district-wide messages to parents/staff/students.
- Served on Digital Strategy, Integrations, & Governance Committee.
- Collaborate with vendors and manage user permissions.
- Attended District events such as Board Meetings, Graduation, etc.
- Recording/photographing and editing high quality content for district-wide posting across all social platforms.

CONTRACT DATA ENTRY CLERK | EXECUTIVE ASSISTANT

Bison Wares | March 2024 - April 2024

- Compiled, verified accuracy and sorted information according to priorities to prepare source data for computer entry.
- Responded to queries for information and accessed relevant files.
- Provided general support.
- Validated customer information, such as addresses and contact numbers.
- Created spreadsheets for tracking incoming orders and outgoing shipments.

EXPERIENCE

GOLF SERVICES AND SHOP CONCIERGE

Reserve Club at Woodside | November 2022 - July 2023

Golf Shop Responsibilities:

- Greeted members and guests upon arrival and completed the check in process.
- Documented member notes and inquiries.
- Resolved customer complaints.
- Managed financial transactions in the pro shop.

Outside Services:

- Responsible for opening and closing duties of daily course operations.
- Documented member traffic on course to maintain pace of play.
- Managed cart returns and preparation for the next use.

HOTEL FRONT DESK RECEPTIONIST

Inn at Houndslake | May 2021 - September 2022

- Responsible for scheduling and reservation management through multiple platforms.
- Oversaw accounts receivable for front desk transactions from guests throughout stay and check out.
- Offered extensive customer support to guests throughout the customer's experience.
- Completed administrative tasks involving research, data collection/ inputting, and correspondence.