

EXPERIENCE

Design and Development:

- Using HTML5, CSS3 and JavaScript, developed web application to assist personnel in requesting new case initiations; included dynamic content and field validation.
- Developed, tested, and maintained weblog (including creating original artwork and content, maintaining comments section, and managing advertisements) for one of the first recognized "mil-blogs," which received international recognition, including mentions in several national news outlets, and earned over 5 million hits during Operation Iraqi Freedom. Migrated site from blogger.com to a more robust host and developed multiple custom Moveable Type templates with increasing complexity and functionality.
- Designed, developed and maintained websites and weblogs for private, non-profit, and corporate clients that included creating original content, CMS templates and artwork, inserting new content feeds, and moderating comments.
- Created stage props (paintings, historical newspapers, correspondence, and signage), color flyers, posters, postcards, and programs for theatrical productions in San Diego.

Organizational Management:

- Served as primary contact and trainer for student interns volunteering with the Diversion Control Program.
- Supervised and trained museum staff and volunteer personnel in proper museum procedures and techniques.
- Purchased and tracked the use of services, supplies, and equipment for the organization. Prepared resource status reports for the supervisor's use. Served as the organization's liaison on office support services.

Collaboration:

- Worked with other team members (both internal and external to the organization) to collaborate on projects, events, audits, data analysis, presentations, and reports.
- While at Apple, assisted customers with finding the ideal and complete solution to their needs by providing information about Mac desktop and notebook computers, iPhones, iPods, and third-party products.

SKILLS

Web Development	Graphic Design
UI/UX	Photoshop
HTML5	InDesign
CSS3	Illustrator
Javascript	Typography
Wireframes	
SQL / MySQL	Other
WordPress	Writing
Moveable Type	Editing
	MS Office

SAMPLE CLIENTS:

www.PowPAC.org

- One year of site management including maintenance, updates and minor style changes.

www.indepundit.com (defunct)

- Over five years of site design and maintenance, including custom CMS templates, hosting and CMS migration, graphics, content contribution, and moderating comments.

www.militaryoutpost.net (defunct)

- Over one year of site design and maintenance, including custom CMS templates and graphics.

EDUCATION

Interactive Media Certificate
San Diego Continuing
Education

Web Publishing Certificate
University of California,
San Diego Extension

*Bachelor of Arts Degree –
Historic Preservation*
Mary Washington College,
Fredericksburg, Virginia

Administrative:

- Coordinated semi-annual prescription drug take-back events for over 40 sites in San Diego and Imperial counties. Designed flyer to promote the events throughout San Diego, including mailing to over 1,500 pharmacies and long-term care facilities. Created master chart to track locations, personnel assignments, and transportation tasks. Maintained supply inventory, including ordering additional supplies.
- Assisted agency staff with general computer hardware and software issues to help maintain productivity.
- Reviewed work of team members for accuracy, spelling, punctuation and grammar and served as "go-to person" for English-related questions.

WORK HISTORY

Freelance Web Developer & Graphic Designer 2001 – Present
Whole Wheat Design, San Diego, California

Diversion Program Analyst 2012 – Present
Drug Enforcement Administration, San Diego, California
(contract through ASRC Research & Technology Solutions & MVM, Inc.)

Data Analyst 2009 – 2012
Drug Enforcement Administration, San Diego, California
(contract through ALON, Inc. & SAVA Workforce Solutions)

Specialist 2008 – 2009
Apple Retail, San Diego, California

HONORS

- Annie Fleming Smith Scholarship
- Retired Officers Association Scholarship Loan
- Victorian Society London Summer School Scholarship
- Pi Gamma Mu International Social Sciences Honor Society
- General Services Administration Superior Accomplishment Award

SECURITY CLEARANCE: Yes.