

Elizabeth Mitchell

(505) 332-7988 liz.mitchell.11@gmail.com
www.lmmitchelldesign.net www.linkedin.com/in/emmitchell

Education

Smith College, Northampton, MA Bachelor of Arts received May 2014 Major: Computer Science
Dean's List: 2011-2014

King's College, University of London, UK Spring Semester Study Abroad 2013
Completed coursework in Computer Science and Foreign Language

Technical Summary

Python, Java, Assembly Language, HTML, OpenGL, Pure Data, POV-Ray, Csound, PHP, Photoshop, Dreamweaver, Illustrator, Audacity, 3D StudioMax, Reaper, AutoCad, Blender, Windows, Mac, Linux experience

Experience

Webmaster, Web Designer, Writer MusicSquared (Jan 2014 - present) <http://musicsquared.net>

- Designed and produced original layouts for multi-part webzine created in partnership with a translator for publication of original articles and translations centering on the Japanese music scene and its surrounding subcultures
- Handled email and other internet correspondence with readers and industry representatives for promotion, press arrangements, and site-related inquiries
- Perform article research, conduct fan and artist interviews, and review performances and artist recordings

Tech Support and Lab Assistant Smith College Educational Technology Services (Sept 2012 - May 2014)

- Aided lab patrons with multimedia production on Windows 8, XP and Mac OS X computers
- Provided on-site troubleshooting and classroom support for professors and faculty who gave Technology-assisted lectures and presentations
- Assisted supervisors with projects such as developing interactive French learning software and organizing computer based curriculum material for classes
- Responded to all phone calls and in-person questions presented at the help desk with appropriate answers or re-direction

Production Intern, Web Design Metamorphoses Journal of Literary Translation (June 2012 - Aug 2012)

- Designed and created new graphic interface for existing website based on requested themes
- Cleaned and edited HTML code developed by previous webmaster
- Updated information for latest journal publications
- Analyzed translations for quality and accuracy
- Copy-edited submissions chosen for publication