

Education: Gustavus Adolphus College  
2002-2006

Minneapolis Community  
& Technical College  
2009-2012

Experience: **Freelance**  
Web Designer/Developer  
2011-present

**CaptionMax**  
Marketing Manager  
2012-present

**CaptionMax**  
Video Describer  
2006-present

Skills & Software: **Proficient**

**Familiar**

Bachelor of Arts in English, emphasis on creative writing

Certificate of Web Design and Interactive Media

Design and build sites for a variety of small businesses and organizations

Work with clients at all stages of a project: conduct research, draft wireframes and thumbnails, convert designs into HTML/CSS, create animated components using Javascript/jQuery, test sites across all browsers

Strong organization and communication, time management, ability to work independently, problem solving

Client list:

White Bear Lift and Dock  
Northfield Cabinet Shop  
Rosa Figuera  
Silver Lake United Methodist Church  
Annie's Woolens

Web Design/Development:

Maintain company website: regular content updates, check for cross-browser functionality, troubleshoot technical issues

Design/develop new applications with focus on SEO and W3C accessibility standards

Monitor/analyze web traffic using Google Analytics

Graphic Design:

Promote company brand through design and execution of digital and print materials for internal and external use (eblasts, website graphics, holiday cards, office materials, promotional items, etc.)

Social Media:

Maintain company persona on Facebook, Twitter and blog

Describe television for blind/low vision audiences

Creative writing, technical writing, editing, voice over, working in cross-discipline team environment, process documentation, attention to detail

CSS  
Dreamweaver  
FTP client  
HTML  
Illustrator

Mac OS X & Windows XP/7  
MAMP/XAMPP  
Microsoft Office  
Responsive design

CSS3  
HTML5  
Flash  
Google Analytics

Javascript  
jQuery/jQuery mobile  
PHP  
Photoshop