

Katie Sallows



Skills

HTML 5 / CSS 3 / Bootstrap 5

JavaScript / jQuery

PHP / WordPress

Experience

State of Indiana, Correctional Industrial Facility — Correctional Officer

NOV 2020—PRESENT

- Managed day-to-day activities of offenders
- Maintained safety and security of the facility

AlphaGraphics, Carmel IN — Customer Service Representative / Designer

APR 2019—NOV 2020

- Responded promptly to customer communication through phone and email
- Entered jobs into the system, performed pre-flights, and managed approvals and changes to proofs
- Helped with design work overflow from the main designer for orders such as posters, business cards, and signage

GigAbove, Wauseon OH — Web Developer & Graphic Designer

SEP 2016—OCT 2018

- Managed the store daily by interacting with customers, answering questions, and taking in their items to be repaired
- Created websites for clients using PHP and WordPress
- Created designs for all company media—such as posters, business cards, and signage

Alex Products (now NASG), Ridgeville Corners OH — Web Developer

SEP 2016—OCT 2018

- Created company website
- Designed corporate presentations and employee awards
- Created an internal application for tracking employee training using PHP

Education

Northwest State Community College, Archbold OH

JAN 2016—DEC 2017

Associate of Applied Business in Visual Communication—Graphic Design