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## MCHENRY COUNTY COLLEGE

### Student Worker, DGM Department

Nov 2016 to Present

Tutor students in HTML and CSS, WordPress, Python, and other digital media courses  
Aided teachers in HTML and CSS and Python courses  
Continue NSF grant projects; design flyers for the department  
Responsible for department tools ranging from class materials to Mac computers

### Grant Secretary (Temporary), NSF Grant

May 2017 to Aug 2017

Maintained [learn-mobile.com](http://learn-mobile.com) WordPress website; packaged courses and uploaded to learn-mobile.com  
Designed and coded [Programming Resources](http://programming.mccdgm.net) (programming.mccdgm.net) for MCC programming students using Bootstrap  
Designed and coded splash pages for [Course Catalog](http://course-catalog.mccdgm.net) (courses.mccdgm.net) and managed version control with GitHub  
Assisted with instructional design of classes

### Secretary of Game Club

Feb 2017 to Present

Headed graphic design agile team for Animal Hackers card game being produced and sold by MCC  
Designed and built [Game Club's website](http://gameclub.mccdgm.net) (gameclub.mccdgm.net) using WordPress; secretarial duties

## MORKES CHOCOLATES OF HUNTLEY

### Social Media Marketer and Shift Supervisor

Nov 2014 to Present

Update website (morkeshuntley.com), create and schedule Instagram marketing posts, compose marketing material copy for Facebook  
Update email list using Constant Contacts, manage SendOutCards campaigns  
Supervise shifts, train new employees, barista duties, facilitated customer satisfaction

## LANDMARK VISIBILITY SOLUTIONS

### Graphic Design Intern

June 2016 to Aug 2016

Generated artwork using Adobe CC to scale and in correct format  
Prioritized assignments and followed deadlines; met design needs of clients

## EDUCATION

### AAS IN GRAPHIC ARTS

MAY 2018

### AAS IN WEB DESIGN AND DEVELOPMENT

MAY 2018

### CERTIFICATE OF GRAPHIC DESIGN

2015-2016

### ASSOCIATE OF GENERAL EDUCATION

2014-2016

## TECHNICAL SKILLS

HTML and CSS3	Microsoft Office
WordPress	JavaScript and jQuery
CSS pre-processors	Cross browser capabilities
HTML Frameworks (Bootstrap, Foundation, Material Design)	GitHub desktop and online
Responsive web design	FTP protocol
Adobe CC Suite	SEO

## SOFT SKILLS

Customer service	Strong work ethic
Detail-oriented	Teamwork and collaboration
Problem solving	Written/verbal communication skills
Creativity	