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MCHENRY COUNTY COLLEGE

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](#) using vWordPress; secretarial duties

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, NSF Grant

May 2017 to Aug 2017

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

MORKES CHOCOLATES OF HUNTLEY

Senior Retail Clerk

Nov 2014 to Present

Update email list using Constat 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 EXPECTED

MAY 2018

AAS IN WEB DESIGN AND DEVELOPMENT

MAY 2018

CERTIFICATE OF GRAPHIC DESIGN

2015-2016

ASSOCIATE OF GENERAL EDUCATION

2014-2016

TECHNICAL SKILLS

Adobe CC Suite, responsive web design, HTML and HTML frameworks (Bootstrap, Foundation), CSS3 including precompilers (SASS/SCSS), WordPress, Microsoft Office, SEO, working cross-platform Windows and Mac OSX, cross browser capabilities, GitHub, cPanel, learning JavaScript and jQuery

SOFT SKILLS

Customer service, detail-oriented, problem solving, creativity, strong work ethic, written and verbal communication skills, teamwork and collaboration, learning agile project management