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| Susan Lutz |

New Orleans, LA | suelutz@gmail.com

# Profile

# I am a reliable employee seeking a part-time entry-level position in web design, remote or in New Orleans. Let me make your webpage dreams come true!

# Education - Certificates

## Wordpress 2025: The Complete Wordpress Website Course – Udemy – August 2025

UX/UI Design Principles – Udemy – August 2025

Web Design Professional Certificate – LSUE / Ed2Go – June 2025

Restorative Approaches Facilitator – Center for Restorative Approaches – January 2025

Certificate in Digital Marketing and E-Commerce – Coursera – June 2024

# Skills & Abilities

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| * WordPress - 6 months * Canva - 2 years * Mailchimp - 2 years * HTML - 1 year * CSS - 1 year * JavaScript - 1 year * UX/UI - 6 months * Editing - 8 years.   Portfolio  The temporary home of my portfolio is: <https://ordinarymercy.github.io/bootstrap/index.html> |  |

# Volunteering

## VOLUNTEER | BASTION COMMUNITY OF RESILIENCE | AUGUST 2017 - PRESENT

* Edits, formats, collaborates on monthly print newsletter for residents.
* Sends mass texts to residents on an as-needed basis.
* Serves as Secretary on the Resident Council, includes taking minutes, tracking expenditures, facilitating meetings.
* Assists with event planning and serving food at events.

**SKILLS: Canva, Mailchimp, Microsoft Office, Adobe InDesign, Google Workspace, Communication Skills**

# Work Experience

## development assistant | BASTION COMMUNITY OF RESILIENCE | january 2024 – present

* Publishes blog articles to WordPress website.
* Writes donor thank you notes.
* Sends weekly emails to residents using Mailchimp.
* Solicits potential sponsors for the Crescent City Classic 10k charity race.
* Help to exceed fundraising goal of $10,000 in the 2024 and 2025 Crescent City Classic charity races.

**SKILLS: WordPress, Mailchimp, Communication Skills**

## INVENTORY SPECIALIST | NEW ORLEANS VA HOSPITAL | JANUARY 2023 – JANUARY 2024

* This was a one-year temporary assignment.
* Tracked equipment with bar code scanner.
* Tagged new assets with bar code labels.
* Processed "turn-ins" for broken or obsolete equipment.
* Was awarded "Veteran of the month in January 2024.

**SKILLS: Communication Skills, Attention to Detail**

## CANVASSER | GRASSROOTS CAMPAIGNS | MARCH 2018 – MAY 2018

* Approached passers-by to educate folks about non-profit organizations in order to raise money.
* Consistently exceeded fundraising goals.

**SKILLS: Communication Skills**

## administrative assistant | enhanced destiny services | may 2017 – august 2017

* Followed up with colleagues to ensure that deadlines were met.
* Answered phones, greeted clients, and acted as personal assistant to the CEO.
* Organized files for CARF accreditation.

**SKILLS: Microsoft Office, Google Suite, Attention to Detail**

# Military

## avionics guidance and control technician | usaf | feb 1994 – feb 1998

# Activities and Interests

I engage in physical exercise daily, I enjoy learning new things, and I am an avid admirer of lizards.