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| Susan Lutz |

New Orleans, LA | suelutz@gmail.com

# Profile

# Experienced with creating intuitive and visually appealing web designs that align with client goals. Utilizes industry-standard tools and technologies to deliver user-friendly websites.

# Education

## Expected by October 2025 | Web Design Professional Certificate | lsue

## JANUARY 2025 | CERTIFICATE IN RESTORATIVE CIRCLES TRAINING | CENTER FOR RESTORATIVE APPROACHES

## July 2024 | Certificate: Digital Marketing and e-Commerce | coursera.org

# Skills & Abilities

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| * HTML, CSS * Adobe Photoshop & Adobe Animate * Canva | * MailChimp * Microsoft Office * Google Workspace |

# 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 Resident Council, includes taking minutes, tracking agendas, facilitating meetings.
* Assists with event planning & serving food at events.
* Uses strong interpersonal communication skills to convey information to others.

# Experience

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

* Solicits potential sponsors for the Crescent City Classic 10k charity race.
* Writes donor thank you notes.
* Researches grants.
* Sends weekly email newsletter to residents using Mailchimp.
* Publishes blog articles to website.
* Exceeded fundraising goal for the Crescent City Classic of 2024.

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

* This was a one-year temporary assignment.
* Tracked equipment with bar code scanner, ensured new assets were properly tagged with bar code labels, processed "turn-ins" for broken or obsolete equipment.
* Was awarded "Veteran of the Month" in January 2024.

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

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

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

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

## data entry contractor | rathbone mansions | march 2017 – april 2017

* Entered data into hotel management system as part of a 2-week conversion project.

# 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.