

# Paige Hannum

Web Design/Developer

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Present **IUPUI Undergraduate Office of Admission** Indianapolis, IN  
**Web Assistant**

Responsibilities include maintain the IUPUI Undergraduate Admissions website and any link sites regarding to it. This includes both the design and coding aspects. Responsibilities else where include creating graphics, maintaing social media sites regard the Admissions office, and incorporating IUPUI branding in all aspects as well as other office duties are included.

05.2014  
08.2014 **Ronald McDonald House of Indiana** Indianapolis, IN  
**Media Intern**

Responsibilities include maintaining the House's Wordpress website, with new and updated content. The creation of promotional pieces, such as flyers, banners, and web ads. Responsibilites also included photography for House events and fundraisers.

05. 2012  
10. 2013 **Irwin B. Malament, D.P.M** Indianapolis, IN  
**Back Office Assistant**

Position included the responsibilities in regards to patient care by patient preparation, medical histories, and cleaning medical rooms. Responsibilities throughout the office included filing patient forms and charts, inputting patient information in an EMR system, and answering patient phone calls.

04. 2011  
04. 2012 **F.C. Tucker** Indianapolis, IN  
**Intern/Recpetionist**

Responsibilities began as an intern for the Home Service department. Included inputting new buyer/seller information into a local database system, as well as vendor information distribution and the creation of a vendor catalog in InDesign. Recpetionist duties included answering calls, sorting and distribuiting mail, and maintaining the front offices.

**The Polis Center** Indianapolis, IN  
**Web Design Mock-Up**

**Keep Indianapolis Beautiful** Indianapolis, IN  
**Web Form Creation**

**Indiana University**  
School of Informatic, Indiariapolis, IN  
**Major:** Web Design/Development  
**Degree:** Media Arts and Sciences  
**Purdue University**  
School of Computer Science,  
Indianapolis, IN  
**Certificate:** Computer Science



- Dreamweaver
- Javascript
- InDesign
- HTML5, CSS
- Photoshop, Illustrator
- Microsoft Products