

# Elizabeth Mitchell

(505) 332-7988   liz.mitchell.11@gmail.com  
www.lmmitchelldesign.net   www.linkedin.com/in/emmitchell

## Education

**Smith College**, Northampton, MA   Bachelor of Arts received May 2014   Major: Computer Science  
Dean's List: 2011-2014

**King's College**, University of London, UK   Spring Semester Study Abroad 2013  
Completed coursework in Computer Science and Foreign Language

## Technical Summary

Python, Java, Assembly Language, HTML, OpenGL, Pure Data, POV-Ray, Csound, PHP, Photoshop, Dreamweaver, Illustrator, Audacity, 3D StudioMax, Reaper, AutoCad, Blender, Windows, Mac, Linux experience

## Experience

**Webmaster, Web Designer, Writer**   MusicSquared (Jan 2014 - present)   <http://musicsquared.net>

- Designed and produced original layouts for multi-part webzine created in partnership with a translator for publication of original articles and translations centering on the Japanese music scene and its surrounding subcultures
- Handled email and other internet correspondence with readers and industry representatives for promotion, press arrangements, and site-related inquiries
- Perform article research, conduct fan and artist interviews, and review performances and artist recordings

**Tech Support and Lab Assistant**   Smith College Educational Technology Services (Sept 2012 - May 2014)

- Aided lab patrons with multimedia production on Windows 8, XP and Mac OS X computers
- Provided on-site troubleshooting and classroom support for professors and faculty who gave Technology-assisted lectures and presentations
- Assisted supervisors with projects such as developing interactive French learning software and organizing computer based curriculum material for classes
- Responded to all phone calls and in-person questions presented at the help desk with appropriate answers or re-direction

**Production Intern, Web Design**   Metamorphoses Journal of Literary Translation (June 2012 - Aug 2012)

- Designed and created new graphic interface for existing website based on requested themes
- Cleaned and edited HTML code developed by previous webmaster
- Updated information for latest journal publications
- Analyzed translations for quality and accuracy
- Copy-edited submissions chosen for publication