

# Ruthie Carroll

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## Education

Western Washington University, Bellingham WA

GPA 3.97

Bachelor of Arts in English – Creative Writing, with Linguistics minor

Certificate in Web Content Development

Graduation with University Honors anticipated June 2021

### Relevant Coursework:

Introduction to Technical & Professional Writing

Spring 2019

- Created group project proposal with corresponding website and Instagram page to promote palm oil sustainability
- Applied graphic design elements to increase readability of professional documents

Dynamic Web Pages

Fall 2018

- Developed professional websites using HTML, CSS, JavaScript, JQuery, PHP, and MySQL
- Applied design features to improve accessibility, responsivity, and search engine optimization
- Created academic website for WWU faculty member following university brand standards

## Professional Experience

Web & Tech Support Specialist

May 2018 – Present

for Western Washington University Honors Program, Bellingham WA

- Publish and update content on program's website using WordPress and Drupal platforms
- Communicate with program visitors and applicants via email
- Coordinate prospective student visits with program director in Outlook Calendars

Web Designer for Jeopardy Magazine, Bellingham WA

Apr – Jun 2020

- Published multimedia content from Jeopardy Issue #56 in blog-style website posts
- Redesigned magazine's Squarespace site to match Print Designer's style guide

Teaching Assistant for Computer Science

Jan – Mar 2020

at Western Washington University, Bellingham WA

Apr – Jun 2019

- Led weekly lab meetings of up to 20 beginning web design students
- Graded assignments in HTML, CSS, and JavaScript based on accuracy and efficiency of code
- Facilitated meetings with students in small groups to assess progress on final projects

## Additional Skills

- Experience with Adobe Photoshop and InDesign
- College-level French
- First Aid & CPR training

## Affiliations & Activities

- ISEP exchange student to Coleraine, Northern Ireland, Sep – Dec 2019
- WWU Student Honors Board, member 2017 – 2019, secretary 2019 – present