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## SKILLS

Website design, web standards, on-line marketing, interface design & usability, identity development, photography, Photoshop, Illustrator, Pagemaker, Quark, Dreamweaver, MS Office Suite, Mac / PC, XHTML, CSS

## EXPERIENCE

### **ShoreConnection.com Website Development Solutions**, Mays Landing, NJ

*Owner & General Manager, 1997 - Present*

Supervised operations of ShoreConnection.com from its inception as a provider of comprehensive Internet and print design, development and marketing services. Development of a strong customer base. Worked closely with a diverse array of companies in the Southern New Jersey area and throughout the country.

Design, development, coding and maintenance of small business websites and on-line destination guides.

- *On-line portfolio: <http://jb.shoreconnection.com>*

### **America's Town Square (USATS)**, Tuckerton, NJ

*Director Design Services, 1998 - Present*

Provided creative services for USATS clients including municipal, government, business, travel, sales (e-commerce) and leisure websites. Produced structured bids/proposals in response to RFPs (Request for Proposals). Research and development of E-Government.com and PressRelease.net content management systems.

### **Business Valuation Resources (BVR)**, Portland, OR

*Production Manager (newsletter and promotional layout/design), 1996 - 1997*

Designed and created promotional material for new subscriber promotions and advertisements. Assembled subscriber lists and instituted monthly promotional mailings of 10,000 and oversaw the returns and analyses.

Performed graphic design, production and advertising of Business Valuation Update (BVU). Responsible for production work, minor editing and internal consistency of the BVU newsletter, including layout, design, scanning and research. Oversaw the preparation and delivery of files to print service providers. Instituted new subscriber database software (including conversion from old software).

### **Kinko's Copy Center**, Amherst, MA & Missoula, MT

*Copy Consultant, 1993 - 1995*

Assisted in training of new employees on all machines, computer systems, employee protocol, cash control procedures and served as a member of the desktop publishing department. Computer support with PC and Macintosh systems software. Extensive use of high output copiers and color copiers.

## EDUCATION

### **University of Montana**, Missoula, MT

Bachelor of Arts, Political Science, *Degree Emphasis: Public Administration*, 1996

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