

# Michael Shull

shullmb@gmail.com • PO Box 2416 Vashon WA 98070 • (206) 778 - 2806 • mbshull.com • github.com/shullmb

## Skills & Proficiencies

- ▶ Front End: React, HTML, CSS, JavaScript, ejs, erb, SASS, Bootstrap, Foundation, Materialize, jQuery
- ▶ Back End: NodeJS, Express, Ruby, Rails, Postgres, MongoDB, SQLite
- ▶ Experience with Python, C# and .NET MVC architecture and SharePoint Services
- ▶ UNIX and Windows operating systems: command line, cmd and PowerShell 2.0
- ▶ Adobe Creative Cloud Software including Illustrator, InDesign, Photoshop, Fireworks and XD

## Work Experience

March 2009 - October 2010, February 2013 - May 2018

Northwest Administrators Inc.

Seattle, WA

### *Communications Specialist*

- ▶ Developed new and updated features for company intranet using the SharePoint Services jQuery library to increase employee access to pertinent information and resources
- ▶ Developed careers site using Foundation 6 and Greenhouse API to support rebranding effort
- ▶ Administered companywide intranet using SharePoint and Active Directory for a company of over 700 employees
- ▶ Established, documented and distributed brand guidelines ahead of rebranding
- ▶ Managed social media accounts and marketing in support of recruitment for 7 office locations
- ▶ Led companywide implementation and administration of the Greenhouse Applicant Tracking System
- ▶ Supported clients with graphic design of collateral materials and layout of printed publications

### *Trainer/Quality Assurance Specialist*

- ▶ Developed and delivered technical training programs to support departmental needs and compliance
- ▶ Audited and analyzed findings to ensure companywide consistency of procedures
- ▶ Recommended process improvements to increase efficiency in a variety of business functions
- ▶ Coordinated with Human Resources on various training related projects
- ▶ Assisted in the creation of company Social Media Strategy & Guidelines
- ▶ Created, updated and edited documentation to reflect evolving desk processes

### *Claims Analyst*

- ▶ Worked with business analysts writing specifications for development of proprietary software
- ▶ Audited pension claims, estimates and verification letters to ensure quality and correctness
- ▶ Assisted in training of Pension Estimators and Claims Processors

January 2011 - March 2013

### *Freelance Contractor, Graphic Design & Web Development*

Seattle, WA

- ▶ Designed, developed, and updated static websites and landing pages for four clients
- ▶ Coordinated with creative directors and marketing consultants
- ▶ Designed and developed HTML email templates and ad layouts for national marketing campaigns and A/B testing
- ▶ Designed logos and UI components for websites and native applications using Adobe Illustrator and Fireworks
- ▶ Created banner advertisements in support of national marketing using Adobe Illustrator, Fireworks, and Flash

October 2007 - September 2008

PTV America Inc.

Tacoma, WA

### *Technician*

- ▶ Coded transportation networks for use in travel demand forecasting using the Visum and Visim Suite
- ▶ Updated traffic forecast networks on existing models
- ▶ Developed screen-lines for analysis of transportation network flow

## Education

Summer 2018

General Assembly, Seattle, WA

Web Development Immersive Program

2003 - 2007

Whitman College, Walla Walla, WA

Biophysics, Biochemistry and Molecular Biology