

Elizabeth Mitchell

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Education

Smith College, Northampton, MA Bachelor of Arts received May 2013 Major: Computer Science
Dean's List: 2010-2013

King's College, University of London, UK Spring Semester Study Abroad 2012
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 2013 - 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 2011 - May 2013)

- 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 2011 - Aug 2011)

- 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