

Trevia S. Griffin
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PROFESSIONAL PROFILE

Adaptive web designer and developer with experience creating websites, graphic designs, and other web communication tools. Self-starter with the ability to manage projects utilizing the standards based design and development techniques.

HTML, CSS, JavaScript, jQuery, Bootstrap,
Node.js, MySQL, Mongo DB, Git

Adobe CSS5, 6, & Creative Cloud Suites
(Dreamweaver, Photoshop, Illustrator,
Fireworks, Acrobat)

Microsoft SharePoint 2010, 2013, SharePoint
Designer

Microsoft Office Suite (Word, Excel,
Publisher, OneNote, PowerPoint, Access)

Microsoft Visual Studio Code and .Net
programming training and classroom
experience

EMPLOYMENT HISTORY

Illinois Department of Employment Security, Chicago IL
Information Services Specialist II – Full-Time Permanent
December 2007 – present

Achievements:

- Designed, developed and successfully launched the IDES Shared Data Agreements SharePoint Web Portal to facilitate research data exchanges between IDES' Labor Market Information department and outside public, educational, and governmental entities - 2015
- Successfully implemented online resource centers for several IDES internal departments including: IllinoisJobLink.com, Adjudication, Revenue and Claimant Services - 2014
- Active in the complete development cycles and implementation of web development projects to rebrand and redesigns of IDES' public website. These projects also upgraded the website to dynamic data-driven sites hosted on OneNet (proprietary) and SharePoint (current) platforms - 2011 & 2014 respectively
- Front end development and redesign of IDES' public website to enhance the look, usability and branding - 2008

Responsibilities:

- Implement numerous web development projects that require project analysis and a combination of design and development software
- Work in team environments with business owners to implement web solutions that fit specific needs

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- Primarily responsible for the daily maintenance of the IDES public website and internal intranet websites
 - Troubleshoot issues and provide technical assistance to end users of IDES' websites
 - Responsible for agencies social media presence on Facebook, YouTube and LinkedIn, as well as monitoring communication with the general public via social media channels

Sigma Gamma Rho Sorority, Inc., Chicago IL

Web Administration/Graphic Design

September 2010 – present

Responsibilities:

- Designed and developed two iterations of the local chapter website, most recently to upgrade to a content management system (WordPress platform)
- Responsible for the local and regional website administration and design
- Create publications, flyers, invitations, banners and other high quality graphics for various projects and events

Criminal Justice Information Authority, Chicago, IL

Information Services Specialist I – Full-Time Permanent

December 2001 – June 2006

Responsibilities:

- Provided statewide tier I and tier II technical support to law enforcement and social services agencies that utilized ICJIA's proprietary software (Alerts [LEADS-based], ALECS & PIMS)
- Coordinated and provided onsite instruction and training to officers and department staff members which required travel throughout the state 50% of the time
- Installed and troubleshoot software problems on various operating systems and network platforms
- Wrote a variety of technical support documentation for end users of ICJIA software systems

EDUCATION

Master of Social Work - May 2010, University of Illinois at Chicago

Bachelor of Science Information Technology / Web - July, 2001, DeVry Institute of Technology

Bachelor of Liberal Arts - May 1999, University of Illinois at Chicago
