

# Kyle Atterson

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(812) 240-6873

914 E Jefferson Street  
Hymera, IN 47855

## Skills

### **Project Management**

Asana  
JIRA  
Wrike  
ClickUp

### **Tools**

Adobe Photoshop  
Adobe InDesign  
Adobe Illustrator  
Adobe XD  
Microsoft Word  
Microsoft Excel  
Microsoft Access  
Microsoft Outlook  
Google Docs  
Google Sheets

### **Web Development**

HTML / CSS  
JavaScript  
Node.js  
PHP  
MySQL

### **Programming**

Java  
C/C++  
C#  
Python

### **Version Control**

Git

### **Marketing**

Google Analytics  
SEO

## Education

Indiana State University

Bachelor of Science, *May 2020*

**Major:** Business Administration;

**Major:** Information Technology;

**Minor:** Management Information Systems;

Master of Science, *May 2022*

**Major:** Computer Science;

## Work Experience

Indiana State University

Web Architect, *October 2021 - Current*

- Serves as the lead web programmer for Drupal CMS
- Manages accessibility and usability of the website to execute best practices
- Establishes in partnership with the web team and campus constituents the website architecture and campus governance.
- Trains university staff and creates and provides training documents

Bursar Operation Systems Coordinator, *August 2020 - October 2021*

- Assist with technical aspects of Bursar Operations
- Find new and effective solutions to processes we currently have.
- Assist with daily balancing tasks

Lead Student Web Developer, University Marketing, *August 2019 - August 2020*

- Assign incoming tickets to Student Web Developers
- Manage team knowledge base
- Create documentation for use of new hires

Student Web Developer, University Marketing, *March 2017 - August 2019*

- Implement any changes to Indiana State's website as directed

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## Writing Skills

Business Reports  
Planning and  
Outlining  
Creative  
Storytelling

- Design new or migrating sites
- Troubleshoot technical issues within the bounds of the website

## Interest

Game Design  
Game Production  
Marketing  
Web Development  
UI/UX

## Leadership & Volunteering

ISU Roleplayers' Guild, President, *May 2017 - May 2019*

- Assigns needed tasks for the club to student officers
- Trains new officers on the duties of their position
- Lead team meetings

ISU Roleplayers' Guild, Secretary, *May 2016 - May 2017*

- Summarize team meetings into notes
- Organize all paperwork for quick reference
- Review organization website for clarity and up-to-date information

## Projects

ISU-Con, *Various Years*

*During my undergraduate years at ISU, I spent a lot of time not only volunteering during our convention, I even lead it's creation.*

- Helped plan, create, market working in multiple positions in the setting up of the convention
- Lead multiple teams, with various tasks needed to help the convention to start, like fundraising, floor planning, contacting vendors, etc
- Created websites for not only marketing purpose, but also to help those who would visit find games that was going on.

ISU Roleplayers' Guild - Guild Wide Game, *Various Years*

*While I was a member of the ISU Roleplayers' Guild, I helped organize and run a massive, multiplayer TTRPG campaign with multiple GMs; all in the same world, with some tables being able to affect other players.*

- Helped recruit players and GMs
- Helped to train GMs on world lore, and system mechanics, as well as any Guild Wide rules
- Lead GM discussion and planning stages