



Software

Mac OS/Windows, Microsoft Office (Word, Excel, PowerPoint, Access and Outlook), Adobe Creative Suite (Photoshop, InDesign, Illustrator, ImageReady, Dreamweaver and Flash), QuarkXPress, Coda, Email Marketing Programs, CMS Systems, SEO, and Social Media.

Code

HTML, CSS, XML, Javascript (jQuery, AJAX), PHP, MySQL and Actionscript.

Skills

Creative, Layout/Sketching, Wireframing/Sitemapping, Typography, Hand Coding, Customer Service, Problem Solving, Team Player, Self-motivated, Attention to detail, Quick Learner, Multi-tasking and Account Management.

Experience

07/2011-03/2013 – Web Designer/Developer @ Avallo Creative & Web Development, Maple Grove, MN

Conceptualized, built, and maintained websites (focused around web standards and search engine optimization, working with HTML, CSS, Javascript, jQuery, PHP and CMS systems), email marketing campaigns (Constant Contact), blogs (Wordpress), mobile applications/sites, graphics, marketing materials, user manuals, and social media marketing for internal marketing needs and a variety of clients. Provided customer support and training to help clients utilize their websites and services.

10/2008-07/2012 – Photo Lab Team Member @ Target, Lakeville, MN

Responsible for greeting photo lab guests and responding quickly to questions about products and services; processing, packaging, filing and accurately ringing up photo lab orders; maintaining photo lab equipment; assisting guest services and front lanes; and performing other fast, fun and friendly services.

12/2006-08/2008 – Graphic Designer @ Machalek Communications, Inc., Burnsville, MN

Designed, produced and managed client and vendor relationships for print and interactive business-to-business (B2B) direct marketing communications pieces for seven niche markets within the in-house creative services department. Project experience included direct mail packaging and postcards, email marketing, banner ads, electronic brochures and postcard decks (eBrochures and eDeck), corporate website and web templates, press releases, identity and print collateral materials.

04/2006-12/2006 – Account Associate: Basic Reprographics @ AppleOne, St. Louis Park, MN

Solely responsible for managing and running multiple print projects on high-volume 4-color and black and white digital presses, copiers and scanners and utilizing several finishing machines to complete projects within deadlines in the 2nd-shift print production position within the Xerox Document Center in General Mills Corporate Headquarters.

11/2005-02/2006 – Interactive Design Intern @ U4EA Design, St. Paul, MN

Designed and produced multiple print and interactive projects within the interactive design firm. Project experience comprised of print collateral; websites; and e-commerce newsletters, bulletins, postcards and invites.

07/2003-10/2003 – Design Intern/Contractor @ General Mills, Golden Valley, MN

Designed and produced branding and print collateral, including envelopes and a poster/brochure, for the United Way Campaign; oversaw, assisted with and brainstormed for several photo shoots; attended press checks; and designed some internal print collateral and web graphics within the corporate communications department.

Education

2000-2004 – Bachelor of Fine Arts in Communication Design @ The College of Visual Arts - St. Paul, MN

1999-2000 – General Coursework @ Minneapolis Community and Technical College - Minneapolis, MN

1999 – Post-Secondary Graphic Design Coursework @ Hennepin Technical College - Eden Prairie, MN

1995-1999 – High School Diploma @ Thomas Jefferson Senior High School - Bloomington, MN