

JANE SMITH

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EXPERIENCED WEBSITE DESIGNER/FRONT-END DEVELOPER

Design/Development/Programming/Maintenance

PROFESSIONAL PROFILE

An innovative, resourceful, and detail-oriented Website Designer and Front-End Developer offering two years of wide-spread industry experience and a documented track record of success in content development, performance improvement, and project management. Accustomed to working under fast-paced, high-volume, time-sensitive conditions. Ability to manage multiple responsibilities simultaneously, efficiently resolve issues, and consistently exceed established goals. A team-player and leader demonstrating a high-level of accuracy and thoroughness. Recognized for capacity to work autonomously as well as collaboratively, function in a dynamic and changing environment, and interact effectively with all levels of support staff and management. Flexible in accepting assignments and responsibility. Superior trouble-shooting, critical-thinking, and problem-solving skills. Strong written, oral, and technical aptitude.

CORE COMPETENCIES

- *Multimedia/Website Design*
- *Design Planning/Execution*
- *Project Management/Leadership*
- *Concept/Content Development*
- *Client Relations/Retention*
- *Graphic/Image Creation & Editing*
- *Maintenance & Support*
- *Proposals & Presentations*
- *Market Research & Analysis*
- *Analytics Implementation*
- *Internet/Social Marketing*
- *Search Engine Optimization*
- *Operational Management*
- *Technical Support/Assistance*
- *Performance Improvement*

PROFESSIONAL CHRONOLOGY

ABC Company <i>Internet Marketing Specialist</i>	Any Town, USA	Jul. 2008 - Present
ABC Company <i>Ski Patrol</i>	Any Town, USA	Jun. 2004 - Apr. 2008
<i>Conference Manager - Mountain Club on Loon Hotel & Resort</i>		Nov. 2007 - Apr. 2008
		Jun. 2004 - Aug. 2006

KEY QUALIFICATIONS/FREELANCE EXPERIENCE

- Built, maintained, and upgraded international websites for ABC Company in 30+ countries as well as numerous internal corporate websites; developed content and created and/or edited images and graphics.
- Created Marketing Website along with HTML e-mail and Google Adwords landing pages to aid in promotional efforts.
- Designed, developed, and coded Web pages; oversaw development of intranet and Administration websites.
- Assessed client needs and requirements; developed and presented customized proposals.
- Successfully created viable e-business solutions from concept to implementation.
- Assisted with the creation of training materials for internal team members.
- Advanced training in Ektron CMS and Interwoven.

EDUCATION

Web Design Certificate - University of North Florida, Jacksonville, Florida
Coursework Completed Toward a Masters Degree in Computer Science - New Bulgarian University, Sofia, Bulgaria
Bachelor of Arts in Social Studies - Sofia University, Sofia, Bulgaria

TECHNICAL ADDENDUM/SOFTWARE

- *CS4*
- *Joomla*
- *XML*
- *SEO*
- *Flash*
- *Ektron CMS*
- *CSS*
- *MS WORD*
- *Dreamweaver*
- *Interwoven*
- *Notepad++*
- *MS EXCEL*
- *Photoshop*
- *JavaScript*
- *Eloqua*
- *PowerPoint*
- *Wordpress*
- *XHTML*
- *Google Analytics*
- *Outlook*

References Furnished Upon Request