

Education

A.S. Web Design & Development

October 2011

International Academy of Design & Technology, Online

B.A. English, Communication Minor

August 2003

Magna Cum Laude
Wingate University, Wingate, NC

Skills

- Excellent written and verbal communication. Strong grasp of grammar and language.
- Familiar with AP style.
- Detail-oriented; serious commitment to excellence.
- Ability to multi-task. Strong organizational skills.
- Creative eye for layout and design.
- Ability to quickly master software applications.

Technical Skills

- Proficient with both Windows and Mac operating systems.
- Proficient with Internet and e-mail applications, Microsoft Office Suite, Microsoft Works
- Proficient in Adobe Photoshop, Illustrator, Dreamweaver
- Proficient in HTML and Cascading Style Sheets
- Experienced in Adobe Flash
- Familiar with Adobe InDesign
- Familiar with ActionScript 3.0
- Familiar with Joomla

Professional Experience

Independent Contractor

2005-present

Designing websites using HTML, CSS, and Flash animation for a variety of clients including:

- Alex Clifton & Mike Lauri
- Indian Trail Presbyterian Church
- Throne of Grace Baptist Church

Acted as copyeditor for exhibits in Levine Museum of the New South. Responsible for editing exhibition texts for correct grammatical structure and usage, alongside other contracted copyeditors.

Editorial Assistant, *Today's Charlotte Woman*

2003-2005

Shouldered a number of responsibilities, including:

- Compiling information for six permanent sections on business, health, art and event listings for each issue

- Regularly writing one- and two-page articles in the areas of business, health, and the arts
- Corresponding frequently with individuals and businesses in the local arts community; compiling extensive annual arts preview
- Updating extensive annual business resource guide including advertiser listings, filler information, articles, and boards and stuff of several hundred women's business, political, philanthropic and religious organizations
- Copyediting each issue

Website Coordinator, Merit Academy

2001-2004

Designed and built three progressive versions of a website, updating as necessary, until the school's closing.

Relevant Experience

Community Columnist, *The Charlotte Observer*

2004

Contributor, *Audacity*

2003

Writing Assistant, *Wingate University*

2002-2003

Staff Writer, *The Weekly Triangle*, *Wingate University*

2002