

objective

A challenging position in which I can utilize and expand on my technical and creative skills.

skills

- Website layout & design. HTML, CSS. Interface design for web applications.
- Graphic design, photo retouching, and desktop publishing. Photoshop, InDesign, Acrobat, Quark XPress.
- ColdFusion, Javascript development/programming. MS Access database design. WordPress CMS customization.
- Project planning and coordination. Client liaison. Identify project components, milestones, Gantt charts.
- Technical & needs analysis. Research, reports. Copywriting & technical writing. Customer and client service & support.
- Macintosh computer repair, service & support. Highly familiar with OS X, OS 9, and Mac hardware.
- MS Windows environments, Windows 2000 Server administration. MS Word, Excel, Outlook.
- Small home/office network design, implementation, and administration.
- Active in social network and social news environments, familiar with "Web 2.0" design styles and philosophy.

work experience

Freelance Web Designer/Developer and Desktop Publisher Jan. 2001–Aug. 2003, Jan. 2005–Present

- Site design & development for clients such as VeggieDate.com, Logit Group Inc., HR Decisions Inc., Pretty Devil's Tattooing, Legal Services Society, and CPA For Dentists.
- Customized WordPress based content management system
- Built psychological testing system, contact database and classified ads system for accounting client.
- Coordinated with hosting support team during web server catastrophic failure, assisted in rapid redeployment of system.
- Developed interface and ColdFusion reporting mechanism for psychometric employee testing system.
- Acrobat PDF based interactive form development with custom Javascript for legal client's internal paperwork system.
- Updated and improved presentation of printed materials for psychological testing system.

Macintosh Service Technician, WestWorld Computers August 2003–January 2005

- Service and repair of Macintosh computer systems, monitors, and related products.
- Software troubleshooting, installation, configuration, network setup and administration.
- Managed the service and repair process, ordering parts and supplies, scheduling service calls.
- Provided technical support for many software and hardware related issues.

Webmaster, Capital Alliance Group/Stock Exchange Global April 2000–November 2000

- Design, planning, content development and maintenance of corporate websites.
- Ongoing coordination between Vancouver and Hong Kong offices.
- Research, documentation and site structure planning.
- Went to Hong Kong for a month to coordinate activities with multiple subcontractors to launch site.
- Developed and wrote detailed online help system for web-based stock trading application.
- Developed privacy policy according to TRUSTEe guidelines, online privacy statement.

Web Designer, eFoundry Corporation June 1997–November 1999

- Layout & design of websites for clients such as Intrawest, Japan Travel Bureau, Big Sky Golf.
- Design of promotional materials, interface design and architecture for ecommerce systems.
- Regular maintenance and updates of client websites.
- Collaboration with programmers on development of hotel reservation systems, news publishing system.

certifications

- Apple Certified Desktop Technician - December 2003–December 2006
- Apple Certified Portable Technician - November 2003–November 2006