



**OBJECTIVE**

To obtain a position that allows me to utilize my skills as a Designer for web and print.

**Software Knowledge:** Dreamweaver, Macromedia Flash, MS Pro Office Suite, PaintShop Pro PhotoShop, PageMaker, InDesign, MS SQL, SnagIt, Solid understanding of Video Editing programs including Adobe Premiere.

**Industry Related:** Nonprofit, Municipal and Higher Education

**WORK EXPERIENCE**

- Built an ongoing successful relationship with accounting, technology and production departments in the role of creative lead
- Successfully managed multiple projects and met aggressive deadlines
- Developed and implemented brand guidelines and visual systems for organizations and programs
- Created concept, look & feel and executed promotional campaigns for top brands and institutions
- Developed websites step-by-step: concept definition to final product delivery
- Created banner campaigns, newsletters, and other online pieces
- Developed presentations and other non-web related interactive components
- Created book collections, covers, brochures and other collateral pieces.
- Directed photo and video shoots
- Developed materials for market research
- Researched, tested and implemented new technologies
- Provided audio visual services and training for faculty, staff and students
- Managed inventory of A/V equipment
- Investigated possible funding resources for equipment replacement
- Provided nonprofit research for Director's and Coordinator
- Provided financial support
- Managed Technology staff, Work Study and graduate student
- Performed administrative duties including answering phones, greeting clinics, reconciling budgets, billing maintenance, and fulfilling basic typing needs

**WORK HISTORY**

**2002 - 2008** Educational Media Coordinator and Web Tech Manager  
University of Iowa- Larned A. Waterman Iowa Nonprofit Resource Center Iowa City, Iowa

**1999 - 2002** A/V Specialist Assistant Manager  
University of Iowa- College of Law Iowa City, Iowa

**1988 - 1998** Computer Graphics Specialist  
City of Iowa City- Cable TV Iowa City, Iowa

**1981 - 1987** Projectionist/Treasurer  
Open Cities Film Society Davenport, Iowa

**EDUCATION**

**Communications Studies**  
University of Iowa Iowa City, Iowa

**Film and Broacasting**  
Blackhawk Community College Moline, Illinois

**Additional Training** HTML, Flash and DreamWeaver Training



REFERENCES

**Willard L. "Sandy" Boyd**

Co-Director for the Larned A. Waterman Iowa Nonprofit Resource Center

Professor of Law and

President Emeritus

University of Iowa

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