

♦ *Website Design & Development Professional* ♦

Inventive and reputable website designer offers 13+ years first-rate experience creating and managing design, development, and e-commerce for internet and intranet projects.

QUALIFICATIONS

- ❖ **Expansive technical and design skill set** that includes graphic design, website design and development, content management systems, e-commerce, and search engine optimization.
- ❖ **Comprehensive understanding of popular web browsers and compatibility issues** and effective troubleshooting capabilities to resolve those concerns.
- ❖ Fully-equipped with **high-quality web design tools** that effectively support project processes, procedures, and testing.
- ❖ **First-class presentation and leadership talents**, as well as the interpersonal skills required to build rapport and cement solid business and client relationships.
- ❖ **Professional project management skills**, including client needs assessment, establishment of project requirements, and the creation of functional specifications and design layouts.
- ❖ **Generates successful website executions** and provides exemplary website maintenance support services.

"My experience working with Debbie was overwhelmingly positive. She is always professional and is exceptionally reliable."

~ Kristen Luke

SKILLS SUMMARY

Web Skills: *XHTML, CSS, Dreamweaver, Joomla!, Javascript, Photoshop, Illustrator, Flash, Fireworks, WordPress, Content Writing/Editing, Project Management, Usability, Browser Compatibility, Accessibility & Search Engine Optimization*

Browsers: *Internet Explorer, Firefox, Opera, Safari & Chrome*

Software: *Microsoft Office (Word, Excel, PowerPoint, Publisher, Outlook), InDesign, Acrobat, Project, Access, Paint, FrameMaker, QuickBooks & StarOffice*

Platforms: *Windows, Mac, Unix & Solaris*

PROFESSIONAL EXPERIENCE

Incline Web Design & Consulting Services

2001 - 2010

Offers a variety of web design services to assist individuals and small businesses in creating an online presence

Web Designer/Technical Contractor/Business Consultant

- ❖ **Creates new and redesigned websites**, utilizing web development, content management and search engine optimization processes.
- ❖ **Assists clients with Joomla, WordPress, and other content management systems** in terms of site/blog set-up, maintenance and troubleshooting.
- ❖ Additional services for small businesses include **content writing and copy-editing** for business newsletters, presentations, and marketing materials; **technical documentation and research; speech writing, editing, and coaching;** and **business planning consultation and bookkeeping.**

Toastmasters District 5

Speaking and leadership organization with over 130 clubs and 3000 members throughout San Diego and Imperial Counties and Yuma, AZ

Webmaster, Training & Meeting Facilitator

2006 – 2010

- ❖ **Responsible for comprehensive website** for organization.
- ❖ **Facilitated full redesign and migration** of site to Joomla content management system, incorporating **multiple dynamic features** (*including a document repository, photo gallery and District calendar*).
- ❖ Served as a **District Trainer** for new club officers and speaking and leadership educational sessions.
- ❖ **Facilitated** at Area, Division, and District contests and conferences.
- ❖ **Held a number of officer positions**, including Area Governor and Club President.

Sun Microsystems, Inc.

Global vendor of computers, computer components, computer software, and information technology services

Web Publisher *Contracted through InfoPros

2006 – 2007

- ❖ **Published technical documents** using partially automated web-publishing tool during the convergence of two publishing systems.
- ❖ Performed as **liaison for web publishing process** for 50+ technical writers and managed publication of extensive document collections to external worldwide customer portals.
- ❖ **Documented complete web publishing process** to facilitate training of personnel.

Technical Program Manager / Project Coordinator

1996 - 2003

- ❖ **Led cross-functional teams** including engineers, program managers, project coordinators, and interns in the **delivery of successful web services and web-based tools** to support business processes.
- ❖ **Designed, developed, and managed multiple website projects and web-based tools.** Instituted project planning, task-tracking, follow-up, and resolution efforts.
- ❖ **Conceptualized site layouts and functional specifications;** created and published complex web pages with a variety of design and editing tools, and internal content management and publishing systems.
- ❖ **Continually provided support and ensured usability** for web-based tools, maximizing productivity for the user population. Performed evaluation and testing, and implemented functional enhancements and corrections.
- ❖ **Authored user guides and “Help” documentation** and led corporate communications for new product releases and design enhancements.
- ❖ **Developed and conducted staff training** regarding software, on-line tools, and website maintenance.
- ❖ **Planned multiple local and global conferences,** including the management of venues, vendors, and speakers.

ACADEMIC CREDENTIALS

Graphic Design Certificate (290 hours of instruction), New Media Center - SDCCD, San Diego, CA

Web & Graphic Design Coursework, Completed 25+ comprehensive courses in a variety of topics, Lynda.com (online training) and New Media Center - SDCCD, San Diego, CA

Advanced Toastmaster/Competent Leader, Toastmasters International, Mission Viejo, CA

Master of Arts, Counseling Psychology, Notre Dame de Namur University, Belmont, CA - *3.9 GPA

Bachelor of Arts, Psychology, San Francisco State University, San Francisco, CA - *3.8 GPA