

## SKILLS PROFILE

- HTML, XHTML, CSS, PHP, MySQL, JavaScript, ActionScript; Windows and Mac platforms
- Adobe Fireworks, Illustrator, InDesign, Photoshop, Flash, Dreamweaver
- Microsoft Word, Excel, PowerPoint, Visio, Publisher; conversational Spanish fluency

## QUALIFICATIONS

- concise writer/editor with a meticulous eye toward user-centered design
- adept project manager who effectively collaborates with people of all backgrounds
- skilled problem-solver who works efficiently in deadline-driven environments

## PROJECTS

### Microsoft System Center Configuration Manager

- worked with team members to design interfaces using Fireworks; produced redlines
- maintained high-fi files to ensure consistency of updates to design, navigation, functionality, icons, etc.
- developed scenario-based PowerPoint slide decks for usability testing and presentations
- designed internal logo using Illustrator for "Client of the Future," a new product feature

### M. Rosetta Hunter Art Gallery

- redesigned website using Illustrator, Photoshop, XHTML, CSS, and include files
- audited and rewrote content; created Web-based slideshow using JavaScript
- planned, designed and managed the installation and take down of 16 exhibitions in 3 spaces in collaboration with the academic community and contributing artists
- increased gallery visibility via event/exhibit announcements posted on SCCC and district websites, intranet, and external sites including Craigslist
- hired and supervised 9 student employees and volunteers; planned and implemented a \$40,000 budget

### Kanon Festival

- designed logo and site using Illustrator, Photoshop, XHTML, CSS, PHP, JavaScript, and include files
- collaborated with design team on the information architecture, wireframes, content, and image selection
- coordinated with development team to implement an RTF, back-end programming, and trouble-shooting

### Cooperative Education & Service-Learning

- redesigned website using Illustrator, Photoshop, XHTML, CSS, PHP, and include files
- audited and reorganized content; coded 3 Web-based forms using PHP

### Chew Communications

- designed a 32-page publication using InDesign, Photoshop, and Illustrator
- developed logo and branding for consulting business using Illustrator

### The Seattle Foundation

- conducted annual website audit; maintained site using a content management system
- served as liaison between Web design firm, marketing firm and Foundation staff to facilitate the upgrade and redesign of Foundation website; created Foundation branding and style guide
- collaborated with Foundation staff, marketing firm, and other vendors to produce annual reports, event invitations, newsletters, and brochures using QuarkXPress
- wrote news releases; proofread and formatted report guidelines and other material
- spearheaded standardization of the database using Foundation Information Management System

### Ruby Hsu, Ruby English Institute

- worked closely with the mistress-of-ceremonies to produce a multi-day script for use at the IEEE Global Telecommunications Conference (2002 Taipei, Taiwan)

**EXPERIENCE**

Microsoft, Redmond Contract User Experience Designer	April 2008 – March 2009
Seattle Central Community College Web Designer & Interim Art Gallery Curator	September 2006 – December 2007
The Seattle Foundation Communications & Database Associate	April 2005 – May 2006
ArtsFund, Seattle Finance, Operations & Community Affairs Assistant	March 2004 – April 2005
ALPS Language School, Seattle; schools & clients in Mexico and Taiwan English Teacher/Freelance Writer, Editor & Scriptwriter	August 1998 – May 2003
Wing Luke Asian Museum, Seattle Public Relations Manager & Membership Coordinator	September 1991 – January 1998

**EDUCATION**

- Web design certificate, Seattle Central Community College, 2007
- teaching certificate, Centro de Estudios de Inglés Kennedy, Querétaro, Mexico, 1999
- B.A. communications (editorial journalism), University of Washington, Seattle, 1993