

EXPERIENCE



WEB DESIGNER

Washington Corporations • 2015 - present

As part of a lean Information Technology department at a fast-paced results-based organization, I design and maintain multiple responsive, accessible WordPress websites, maintain and administer multiple SharePoint websites, design print and electronic deliverables, manage multiple social media presences, and write and edit corporate communications.



MEDIA SPECIALIST

University Center • 2013 - 2015

As part of a small, close-knit team, I designed and maintained multiple responsive, accessible websites using the Cascade content management system, designed print and electronic deliverables, managed the social media presence, helped plan public relations and write press releases, helped administer a SharePoint-based intranet site, and hired and supervised a student staff of 10-15 employees.



WEB DEVELOPMENT & MARKETING

The Bookstore at The University of Montana • 2000 - 2013

Working at The Bookstore, I designed and maintained multiple websites including MontanaBookstore.com, an e-commerce site selling diverse items from textbooks to clothing to computers; and MontanaGrizzlies.com, the former official site of Grizzly athletics. I also supervised student employees and interns, created print and electronic deliverables, and performed IT functions.



VARSITY TENNIS COACH

Big Sky High School • 2008 - 2015

I served as head coach from 2011 to 2015, with the three years prior as assistant coach. I taught tennis skills to high school players, managed all aspects of a high school sports team, communicated with media outlets, and organized tournaments and other related competitions.



FACILITIES ENGINEER

New Horizons Computer Learning Center • 2000

I prepared classrooms for computer training courses, administrated the center's computer network, and provided technical support for the center.



DESIGN EDITOR

Montana Kaimin • 1998 - 1999

As Design Editor, I was a member of the Kaimin editorial board and led the design staff. I was responsible for the design, layout and editing of the Kaimin and GameDay Kaimin publications.

SKILLS



Proficiency
key:
● Strong
● Solid
● Familiar
● Learning

ACCOLADES

FIRE STARTER PINECONE AWARD

UM DiverseU website • 2014

EMPLOYEE OF THE MONTH

University Center - UM • April 2014

VOLUNTEER OF THE YEAR AWARD

USTA Intermountain • 2008 | USTA Montana • 2007

NATIVE NEWS HONORS PROJECT

UM School of Journalism • Designer • 1997, 1998, 1999

EDUCATION



UNIVERSITY OF MONTANA

Bachelor of Arts in Print Journalism
1999



HELENA HIGH SCHOOL

Helena, Mont.
1995

REFERENCES

TERRI CHEFF

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