



Summary

Public relations specialist, graphic designer, web programmer, database guru, and jack-of-all-trades looking to grow creatively and professionally in an educational leadership role.

Education

Master of Arts · Public Relations Ball State University, May 2017

Bachelor of Arts · Telecommunications (Multimedia Emphasis) Ball State University, Dec. 2007

Relevant Experience

Multimedia/Graphic Design Specialist · The Indiana Academy August 1999 - ∞

Assist with developing and planning the marketing of programs for the Office of Outreach Programs and recruitment efforts of the Office of Admissions. Produce all of the Academy's websites, and design and oversee printing of most of the Academy's printed materials, including brochures, stationery, posters, and displays. Produce videos, animations, and multimedia presentations. Responsible for creating and maintaining branding, identity, and visual design standards for the Academy. Responsible for maintaining Blackboard course sites and Mediasite video archives for Indiana Academy Online Education offerings, as well as technical support for Online Education customers.

Since July 2017, responsible for all aspects of the Indiana Academy Online Education program, including registration, customer relations, faculty communication, billing, and working with the Dual Credit office at Ball State University.

Graphic Designer · Self-Employed June 1993 - ∞

I design and produce identity, web, and print materials on a freelance basis.

Skills

Practical

Simultaneous project management, customer service, graphic design, writing, copy editing, creative thinking, problem solving, crisis communications, rapid skill acquisition

Software

Adobe Creative Suite, Apple Final Cut Studio, Microsoft Office, QuarkXPress, FileMaker Pro, and more

Technology and Processes

WordPress, HTML, CSS, XML, PHP, MySQL, ASP, JavaScript, ActionScript, Mac/PC hardware repair and troubleshooting, networking, printing processes, photography, videography

References

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