

Skills

Adobe Photoshop, Illustrator, InDesign, Dreamweaver, Flash, and Director, Microsoft Word, Excel, and Power Point.

Education

2004 - 2005 **ECPI College of Technology** Virginia Beach, VA

A.A.S. Degree/75 Semester Credit Hours

Computer and Information Science

Major in Information Technology/Web Design

- GPA 3.97/4.0
- Phi Theta Kappa – Student Assistant Advisor, President, and Web Master
- Culture Club – President
- Organization of Student Web Masters – Member and Designer

Work Experience

2010 - Present **Raven Maria Blanco Foundation, Inc.** Virginia Beach, VA

Executive Director/Webmaster/Graphic Designer

Handle day to day operations of the non-profit organization. Developed and maintain the web site and all correspondence. Responsible for all aspects of the company. Developing new campaigns to raise funds, volunteer coordination, event planning and bookkeeping. Point of contact for all inquires.

2005 - Present **Freelance** Virginia Beach, VA

Web Developer and Graphic Designer

Developed multiple web site and designed graphics for both web and print. Handled the day to day operations of the company. Responsible for all aspects of the company. Producing leads, quotes, contracts, project management, billing and bookkeeping.

2005 - 2007 **ECPI College of Technology** Virginia Beach, VA

Work Study

Webmaster for college newsletter, honor society, and club web site. Graphic design for various projects.

2000 - 2004 **MB Construction Company, Inc.** Chesapeake, VA

Office Manager

Payroll, accounts receivable, accounts payable, all company correspondence, advertisement, interviewed potential employees, assigned jobs, answered phones, and processed new hire paperwork.

1998 - 2000 **Fairfield Communities, Inc.** Kissimmee, FL

Administrative Support Services Coordinator/Contracts Office Manager

Corporate training, owner services, executive assistant to the vice president and director of sales, human resources administrator, contract office manager, payroll, bonuses, accounts payable, accounts receivable, extensive sales reporting.

Assisted the vice president of marketing information systems develop reports for a new data system. Promoted to administrative support services coordinator and trained employees on the new system company wide after the new data system was implemented.

1996 - 1998 **Central Florida Reservations** Kissimmee, FL

Sales and Marketing Coordinator/Executive Assistant (sister company of Fairfield Communities, Inc. see above)

Provided administrative support to the vice president of operations, vice president of sales, director of sales, and reservations manager, payroll preparation, handled employee scheduling, prepared group reservation contracts, and ordered supplies.

1994 - 1996 **Eagle Finance** Orlando, FL

Executive Assistant/Internal Auditor/Assistant Repossession Clerk

Provided administrative support to the regional and associate manager, handled all internal auditing, credit analysis, point of contact for on-site telecommunication and technical support, and assisted the repossession clerk.

Awards Received

- All-USA Academic Team 2006 (2nd Team, ECPI and Phi Theta Kappa)
- Professional Performance Award 2005 (ECPI)
- Certificate of Achievement for Best Logo Design 2005 (ECPI)
- 5-Star Member 2005 (Phi Theta Kappa)
- Most Outstanding President 2006 (2nd Place, Virginia Region Phi Theta Kappa)
- Best Web Site 2006 (1st Place, Thalia Lions Club, Virginia Beach)
- Best Web Page 2006 (1st Place, Virginia Region Phi Theta Kappa)
- Best Newsletter 2006 (1st Place, Virginia Region Phi Theta Kappa)
- Best Memory Book 2006 (1st Place Virginia Region Phi Theta Kappa)
- Hall of Honor 2006 (ECPI College of Technology and Phi Theta Kappa)
- Scholarship Hallmark 2006 (2nd Place, Virginia Region Phi Theta Kappa)
- Leadership Hallmark 2006 (1st Place, Virginia Region Phi Theta Kappa)
- Service Hallmark 2006 (1st Place, Virginia Region Phi Theta Kappa)
- Most Outstanding Chapter 2006 (Phi Theta Kappa)
- Best College Project 2006 (1st Place, Virginia Region Phi Theta Kappa)
- Heart of Gold 2005 (Virginia Region Phi Theta Kappa)
- Deans list 2004-2005 (ECPI)
- Perfect Attendance 2004 (ECPI)

References Available Upon Request