

AMELIA A EARHART

Experience | Innovation | Hard Work | Success

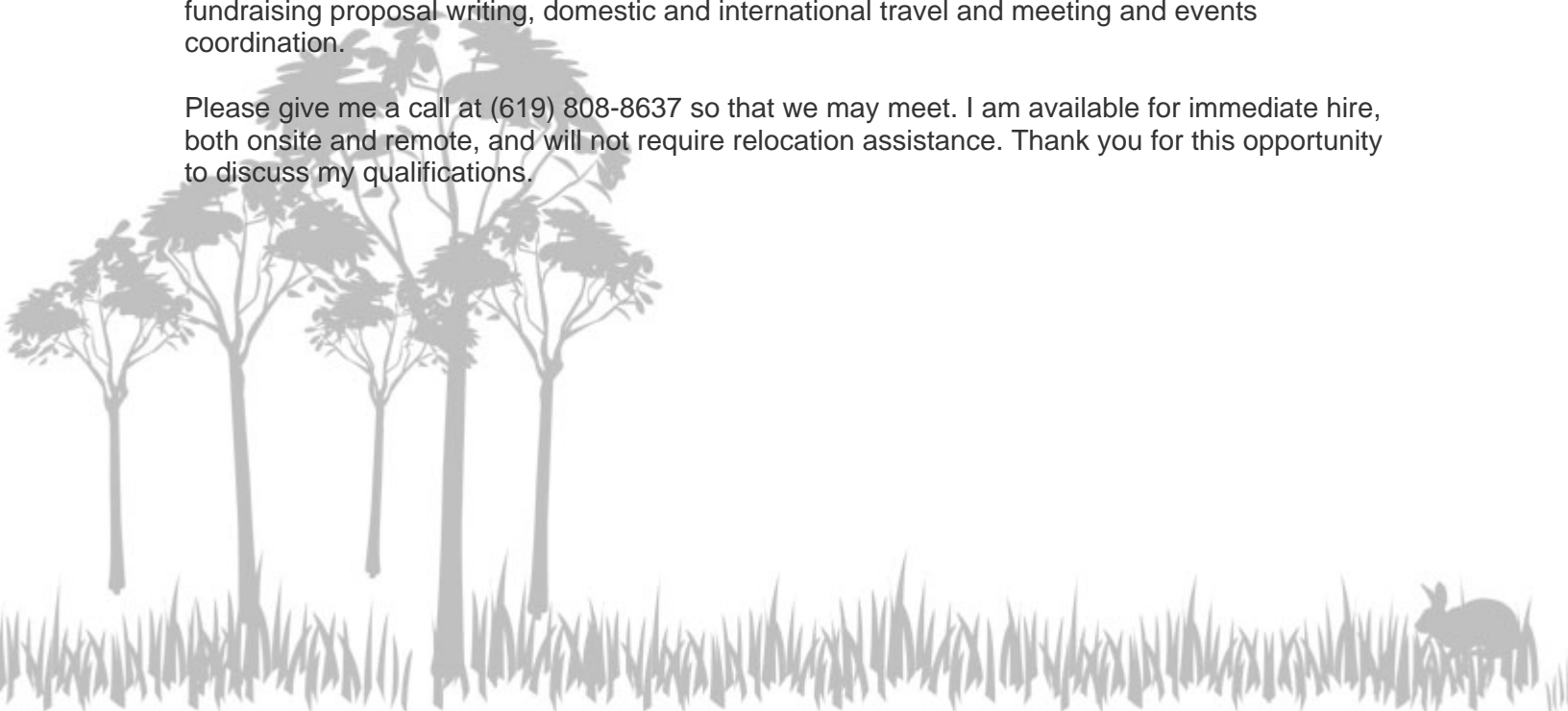
For more than ten years I have been providing employers with innovative graphics and web design, user-friendly database administration and cohesive project management. I have been working in graphic design for more than seventeen years and for more than six in both web and digital medias. My database design and development experience has spanned just over five years and a handful of programming languages. My project management experience varies from freelance web design to overseeing the production of a corporate standards-based team. I have an Associates Degree in English from Otterbein College and two Microsoft certifications: MCP + I and MCP + SB. Online certification for CSS and XHTML received from w3schools.com, an affiliate of w3.org, the World Wide Web Consortium. I'm currently finishing up a certificate at University of California at San Diego in Web Publishing.

My proficiencies include:

- Social Media Marketing
- Wordpress, Drupal and other CMS environments
- Flash Design and ActionScript3
- Back-end Development
- Project Reporting and Coordination
- Logo Design and Branding
- Project Management
- Web/Rich Application Design
- Marketing Design and Production
- Data Management, Reporting and Analysis

I have further experience with general office functions such as office management, bid and fundraising proposal writing, domestic and international travel and meeting and events coordination.

Please give me a call at (619) 808-8637 so that we may meet. I am available for immediate hire, both onsite and remote, and will not require relocation assistance. Thank you for this opportunity to discuss my qualifications.



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Experience

Industry

Position Details

Web Publishing & Marketing

3/2010 – 6/2010 SDSU – San Diego, CA

Technologies Marketing Coordinator

- »Graphics Design
- »Web Site Design
- »Flash Design
- »Email Blasts
- »Video Production & Editing
- »Social Media Planning
- »Process Development & Documentation

Web Publishing

6/2007 – Present Freelance – San Diego, CA

Web Designer

- »www.towncentercompany.com
- »www.vamptomato.com
- »www.studio4thavenue.com
- »www.kinagency.com
- »www.sunluckgarden.com
- »www.meetup2go.com (in progress)
- »www.robertwagnerstudio.com

Non-Profit

4/2007 – 6/2007 Neighborhood House Association – San Diego, CA

Design Contractor

- »Graphics Design
- »Web Site Design
- »Flash Design

Architectural Design

3/2005 – 5/2006 Nautilus Entertainment Design, Inc. – La Jolla, CA

Production Coordinator

- »Graphics Design
- »Travel Coordination (Domestic and International)
- »Web Site Design
- »Collateral & Marketing Design
- »Corporate Font Development
- »Database Administration

Biotech

4/2004 – 10/2004 AGScientific - San Diego, CA

Marketing / Graphics Designer

- »Graphics Design
- »Marketing Presentation Development
- »Catalog Design, Development and Editing
- »Web Site Design
- »Company Branding
- »Collateral & Marketing Design
- »Fontography
- »Database Architecture

Telecom

8/2003 – 2/2004 Ericsson - San Diego, CA

Executive Assistant / Web Project Coordinator

- »Administrative and clerical support for staff of 20
- »Web and print graphics Design
- »Marketing collateral materials design
- »Standards compliance watchdog

Travel & Tourism

6/2003 – 9/2003 Neverland Adventures, Inc. - San Diego, CA

Web Design & Development/Marketing

- »Managed design staff of three
- »Development and deployment of neverland-adventures.com
- »Web and print graphics design
- »Marketing collateral materials design

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Biotech

5/2002 – 02/17/2003 Cell Genesys - San Diego, CA

Office Manager/Data Analyst

- »Day-to-day building operations for @20 staff
- »Executive support for Director of Quality Control
- »Database development using MS Access
- »Data & workflow documentation
- »Viral & sterility testing data entry & reporting
- »Bookkeeping – A/P & A/R
- »ICH, GMP & GCP compliance
- »Trend analysis

Management Consulting

10/2001 – 4/2002 ESCNE - Boston, MA

Administrative Assistant/Office Manager/Payroll/Desktop Support

- »Benefits management
- »Monthly bookkeeping including A/P, A/R, payroll, budget
- »Support Executive Director/President on a daily basis
- »Web and print graphics design
- »Database development using MS Access
- »Fundraising Assistant
- »Print Media Design with Quark Express

Laser Communications

7/2001 - 10/2001 CORNING Photonics - Bedford, MA

Web Developer/Executive Administration

- »Heavy Presentation Development
- »Relocated staff three times
- »Product packaging design (CD Packaging)
- »Travel/meeting arrangements

Finance & Investment

7/2000 - 6/2001 JPMorganChase - Dallas, TX

Developer/Executive Administration

- »News & Reference Internet Team Junior Developer
- »GUI development and design with HTML and JavaScript
- »Project compliance

Finance & Investment

6/1997 - 7/2000 Chase Bank - Cleveland, OH and Boston, MA

Sr. Exec. Admin Assist to CIO – promoted from AA in Cleveland

- »Executive support for CIO and staff of four direct reports
- »Presentations development
- »Expense reporting
- »Office management
- Admin Assist to CFO*
- »Payroll
- »Dailies/Accounts balancing

Skills

- Web Publishing:** Dreamweaver, Homesite, FTP, Notepad, HTML*, CSS, XML, RSS (*incl. DHTML & XHTML)
- Programming:** Javascript*, SQL, PHP, DOM, ActionScript (*incl. jQuery & Ajax)
- Graphics:** Adobe Illustrator, InDesign & Photoshop, Fontography, Print Production, Google SketchUp
- Useability:** SEO & SEM, w3 Standards, Section 508 Standards, Mobile Optimization
- Marketing:** Google AdWords, Face Pages & Ads

Education

ucsd - Web Publishing Certificate - La Jolla, CA - Certification

- »Web Publishing I, II & III
- »Database-driven Websites via PHP & MySQL
- »JavaScript Programming
- »Flash I & II
- »iPhone SDK Programming
- »SQL Programming

Learning Tree International

Burlington, MA

Certification

- »MCP +I
- »MCP +SB

Otterbein College

Columbus, OH

Associates Degree

- »Major: PolSci
- »Minor: English

Antonelli Institute of Art

Cincinnati, OH

One year study program

- »Graphic Design/Commercial Art

LHS Commercial Art

Lakewood, OH

Two year study program

- »Commercial Art