

professional experience

Administrative Coordinator for Special Projects • Brooklyn College, CUNY November 2003 – Present

- Webmaster for the Office of the Assistant Vice President for Finance, Budget, and Planning.
- Design and oversee the publication of web content and print publications.
- Design and maintain a library of over 40 PDF forms for the Purchasing, Property Management, Student Life, Enrollment Services Center, and Bursar's offices.
- Design and edit policy and procedure manuals for offices under the purview of the AVP.
- Provide technical support for computer software, hardware, and web applications.
- Design, proofread, and edit reports and presentations used for institutional planning.
- Designed and edited the quarterly Adult and Continuing Education Catalog.
- Supervised one full-time and two part-time employees.

Digital Media Specialist • Brooklyn College, CUNY • July 2003 – November 2003

- Webmaster for the Office of the Assistant Vice President for Budget and Planning.
- Designed and oversaw the publication of web content and print publications.
- Maintained web content according to the Web Content Accessibility Guidelines and Section 508 Standards.

Webmaster • Brooklyn College, CUNY • Summer 1999 – November 2003

- Designed and oversaw the publication of flyers, brochures, handbooks, web pages, large posters, and slides.
- Trained computer operators for freshman/transfer registration.
- Advised incoming students during the registration process and assisted in coordinating their programs.

education

1998 – 2002 • Brooklyn College / CUNY Baccalaureate Program
B.S. in Electronic Design, Web and Multimedia Programming; Magna Cum Laude

computer skills (PC AND MAC)

Design: Adobe InDesign, Photoshop, Illustrator, Acrobat, Dreamweaver, Fireworks, Soundbooth, Flash, Quark XPress, QuickTime, PageMaker, GoLive, Director.

Programming: Standards-compliant XHTML, CSS, JavaScript, PHP, Perl.

Certifications: Certified in ArcGIS Level 1: Intro to GIS; Knowledge of ArcView 9 software.

Other: UI/UX Design, Photography, Digital Photography and darkroom experience. Remark OMR 6. Writing and editing, slide presentations, spreadsheets, database creation and implementation.

volunteer experience

Webmaster, Graphic Design • PLGArts (Prospect Lefferts Gardens) • May 2006 – November 2011

- Designed and maintained the organization's web site: <http://www.plgarts.org>
- Produced flyers and artwork for events, built and managed membership databases.