



EXECUTIVE SUMMARY

Engaging, intelligent, responsible professional with **over fifteen years of industry experience** with widely diverse **web, print, and video design** and creation; extensive **advertising and marketing** campaigns; **voiceover and narration** to myriad projects; and **content creation**, including **technical writing**.

EXPERIENCE

EXPORT COMPLIANCE TRAINING INSTITUTE
Marketing and Communications Coordinator, 2014-Present

Run international marketing campaigns using cohesive strategy of market research, email campaigns, direct mail, web advertising, and social media. **Produce and create digital and print content** including brochures, postcards, online ads, and website modules.

HEALTH DATA SERVICES, INC.
Marketing Designer/Technical Writer, 2001-2014

Designed all print marketing materials, including trade show displays, business collateral, brochures, and flyers. **Developed, designed, and maintained all web content** for company websites, updating regularly. **Drafted technical and instructional documentation** for clients and support staff. **Provided quality assurance and beta testing** on proprietary software.

NATIONAL ASSOCIATION OF BROADCASTERS
Production Designer, 1999-2001

Created and designed print marketing materials for nationwide campaigns.

EDUCATION

INFORMATION SCIENCE TECHNOLOGY (AAS)
Blue Ridge Community College (in progress)

RADIO BROADCASTING CERTIFICATE
Columbia School of Broadcasting

SKILLS

Adobe Creative Suite (Photoshop, InDesign, Dreamweaver, Acrobat); HTML; CSS; Microsoft Office Suite (Word, Excel, Outlook, PowerPoint); WordPress; Camtasia; Robohelp; Constant Contact