

Education

University of MO - Columbia School of Journalism. BJ Advertising, Aug. 2003

Industry Experience

Doubledubb Imaginations, Ferguson, MO: Website SEO & Graphic Design

- Clean Water Solutions - website design, catalog & business card layout
- Digital Preservation - website redesign, search engine optimization
- Show-Me-State Signatures - website design, business card, ticket, certificate of authenticity layout
- Toni's International Models - website redesign, composite card & business card layout
- Roeser Construction - website redesign
- Mistretta Chiropractic - website design, postcard layout

J. Bennett Jewelry, Chesterfield, MO: Web & Advertising Manager

- redesign of company website, gift card and packaging design
- vendor program creation & implementation

Fast Lane Classic Cars, St. Charles, MO: Advertising Manager

- company brochures, print ads, web maintenance & concept design
- radio scripts, press releases, promotions organization, store signage

Non Industry Experience

Faith Church St. Louis, Fenton, MO: Volunteer

- Graphics Department Head, Lighting Department Assistant Department Head
- Leadership/management of volunteers, project management

Mistretta Chiropractic, Kirkwood, MO: Office Manager

- Scheduling & billing, keyholder

Penn Station, Rock Hill, MO: Crew Leader

- Shift management, labor & reports, keyholder

Fast Lane Classic Cars, St. Charles, MO: Gift Shop Manager

- Purchasing, merchandising, receptionist

MBS Textbook Exchange, Columbia, MO: Computer Room Attendant

- AS400 backups, printer & PC troubleshooting, keyholder

Computer Training

Competent in Microsoft Word, Publisher, Excel, Powerpoint & Outlook, Proficient in Adobe Photoshop & InDesign, semi-proficient in Adobe Illustrator. Competent with FTP programs & HTML editing software. Overall general Internet and computer competency.

References

Nicole Crank, Faith Church, Fenton, MO (pastor) 636-343-4359

Frank Mistretta D.C., Mistretta Chiropractic, Kirkwood, MO (owner) 314-966-4300

Dale Williams, Penn Station, Rock Hill, MO (general manager) 314-962-0005

Bob McArthur, Johnny Mac's Sporting Goods (owner) 314-966-5444