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Objective

To develop, write and research content for websites.

Summary of Qualifications

Developed content for the web and other digital formats, co-produced a web series, wrote technical documents, and gathered data for reports from a wide variety of sources. Researched obsolete electrical parts for engineers while designing and producing company websites. Creative endeavors include the writing of a historical novel, two graphic novels, and a screenplay. Organized with a strong ability to multi-task.

Skills & Experience

Production

- Designed and produced websites and multi-media products
- Using Adobe Premiere, performed digital video editing
- Using Adobe Photoshop, created promotional graphics
- Utilized a variety of web site creation tools and content management systems
- Oversaw and led a diverse group of technical and non-technical people

Writing

- Created design documents for websites and CD-ROMs
- Co-wrote scripts for a web series
- Wrote original content for a science fiction project
- Designed and wrote customer service handbook for a technical firm
- Wrote articles on popular music for an online radio station
- Wrote original content for a variety of edutainment CD-ROMs

Research

- Performed research using publicly available information and proprietary databases
- Utilized strong web navigation and internet search skills to conduct internet research
- Researched quiz/calendar content
- For the web-series, researched shooting locations and cast

Applications

- | | | |
|-------------------|--------------------|----------------|
| • MS Office | • Adobe Golive | • Filemaker |
| • Adobe Photoshop | • Adobe Premier | • Great Plains |
| • HTML | • Google Analytics | • Salesforce |

Work Experience

Thoth Productions – Producer, Writer, 2008 – Present

- Designed and formatted content for my portfolio website
- Serializing my novels online via WordPress
- Worked as a producer on a web series
- Wrote novels, scripts, graphic novels

IQinVison - Shipping/Receiving Clerk, February 2012 - December 2014

Effective Engineering - Warehouse Manager and Webmaster, April 2001 - August 2010

- Designed and wrote customer service handbook
- Updated website with technical content for clients and customers

Animalhouse.com - Producer, October 1997 – August 1999

- designed and developed website components for the community of college students
- produced code and developed graphics from firms worldwide, including Seattle, Los Angeles and Israel.
- oversaw implementation of server network in Cupertino
- oversaw the integration of content into the site from sources such as USA Today, KNAC Radio, Tribune Media Services, Womenswire.com
- performed hands on programming tasks with a variety of software
- managed groups of up to 10 animalhouse.com artists, programmers, and productions assistants
- liased and supplied technical assistance between the marketing and production groups in animalhouse.com

Jasmine Productions - Producer, Designer, Writer and Audio Visual Editor, November 1996 - May 1997

Jasmine Multimedia Publishing - Producer, Designer, Audio Visual Editor, February 1993 - September 1996

Education

Bachelor of Arts, History, University of California, Los Angeles 1991

Graduate Program, Medieval European History, University of California, Los Angeles 1993