

## Marketing and Communications Specialist / Multimedia Designer

### Web Designer / Web Administrator

#### MARKETING ACCOMPLISHMENTS

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- SEO, SEM
- Google Analytics
- Google AdWords
- HTML Newsletters
- Application Articles
- Social Media Schedule
- Social Media Content
- Keyword Research
- Web Content Creation
- Campaign Reporting
- Video Production & Planning
- Internal TV Display Content
- Graphic Design

#### INFORMATION TECHNOLOGIES ACCOMPLISHMENTS

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- Web Administration
- Software Licensing and Compliance
- Help Desk Support Technician
- Active Directory, DHCP, DNS, Exchange 2010
- Cisco Unity Connection and Administration Modules
- New Project Management

#### TECHNICAL EXPERTISE

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##### Microsoft Office Software

- Word, Excel, PowerPoint, Outlook

##### Adobe Software

- Acrobat Pro
- Dreamweaver
- Fireworks
- Flash
- Illustrator
- Photoshop
- Premier
- Soundbooth

##### Other Software/ Knowledge

- DotNetNuke (CMS)
- IIS
- Apache
- Active Directory
- DNS
- DHCP

#### EMPLOYMENT HISTORY

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##### Cincinnati Sub-Zero • Cincinnati, Ohio

Marketing and Communications Specialist 2016 to Present  
Help Desk / Web Designer 2010 to 2016

##### Subscription DNA • Cincinnati, Ohio

Marketing and Web Copywriter – Freelance 2009

##### ConfigureTech • Cincinnati, Ohio

PHP Developer, Illustrator – Freelance 2009

##### ITW Air Management • Cincinnati, Ohio

Jr. Cell Leader, Production Cell Leader, Training Officer, 2000 to 2009  
RGA Coordinator, Assistant Customer Service Rep., Marketing Assistant

## EDUCATION

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Cincinnati State Technical and Community College • Cincinnati, Ohio      Grad - 2008  
A.A., Multimedia and Web Design • GPA: 3.5  
Achieved an Associate of Arts Degree through night school  
Awarded multiple Merit List and Dean's List honors

## SKILLS

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- Demonstrated strong written and verbal communication
- Strong team leadership abilities for planning, conflict resolution and motivation
- Proficient multi-tasking skills
- Able to meet or exceed deadlines
- Adhere strongly to company policies and procedures, even when confronted

## HONORS

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- Phi Theta Kappa: International Honor Society for Two-Year Colleges

## VOLUNTEER WORK

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American Heart and Stroke Foundation • Cincinnati, Ohio  
Mini Heart 5k Team Captain  
Recruited over 30 participants  
Raised over \$2k in registrations and donations

United Way • Cincinnati, Ohio  
Volunteer  
Day of Caring Project Coordinator/ Team Leader  
Coordinated Projects with Several United Way funded organizations

Baseball Coach • Cincinnati, Ohio  
Coached 5 year-old to 16 year-old  
Select and Recreational Leagues  
Fundraising/ Obtaining Sponsorship

**Areas of focus:**

- Team building
- Fundamentals
- Sportsmanship
- Mentoring
- Organizing Practices

**Proven Success:**

- Division Champions      2008,2010,2013
- World Series Runners-Up (recreational league)      2008
- World Series Champions (recreational league)      2013

## REFERENCES

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Available upon request