

I'm a professional graphic and Web designer with at least three years full time experience. I'm highly motivated, goal-oriented and have excellent organizational, interpersonal, written, and verbal communication skills. I excel not only as an individual but as a team player, either coordinating or delivering high priority design projects. I'm able to execute complex tasks simultaneously in a fast-paced corporate environment and helpful to my peers and leaders.

#### Web Related Skills:

- Advanced HTML/CSS
- Proficient in ASP/PHP/Javascript/Flash code implementation
- Conceive layouts/templates, presentation and execution
- Optimizing code and images for fastest download experience
- Accessibility
- Simplicity and direct

#### Graphic Design Skills:

- Desktop publishing & composition
- Typography
- Color theory
- Photography
- Photo editing/manipulation

## Career Experience

ELECTRONIC DATA SYSTEMS, Sacramento, California 2005-Present

### ***Web Coordinator, Editor & Design Lead***

- Research, write and route multiple projects
- Update and create Web templates for monthly bulletins
- Conceive and design new page layouts as necessary
- Review other editors Web projects including Web-based tutorials and manuals
- Coordinate and assign all print design work
- Help conceive layouts, mentor key concepts and designs
- Internal software, hardware and network troubleshooter

DEPARTMENT OF FOOD & AGRICULTURE, Sacramento, California 2004-Present

### ***Webmaster***

- Adding or updating new information
- Converting all pages using new CSS based templates
- Working with research scientists and the public to ensure accurate information
- Posting reports and newsletters in PDF format
- Periodic maintenance of content and links

## Education

CALIFORNIA STATE UNIVERSITY, Sacramento, California

***Bachelor of Arts in Communication Studies, Digital Media Concentration, 2004***

AMERICAN RIVER COLLEGE, Sacramento, California

***Associate of Science in Computer Science, 2000***

## Print Portfolio

Please visit [print.hiregalileo.com](http://print.hiregalileo.com) to view a collection of my print related work, including downloadable PDF versions.

## Web Clients

Please visit [clients.hiregalileo.com](http://clients.hiregalileo.com) to view a list of my clients. These sites have been conceived and designed from scratch.

## Professional References

**Steve Schoenig**

Senior Environmental Scientist  
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(916) 324-5198  
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