



Education

Red Rocks Community College | Graphic Design / Print Production Certificate, 08 / 2006 - 12 / 2007

University Of Colorado at Denver | Bachelor of Science in Business Administration
Emphasis in Information Systems, 09 / 1996 - 05 / 2000

Software

- Adobe CS3 Dreamweaver | Photoshop | Illustrator | InDesign | Flash | Fireworks
- Microsoft Word | Excel | Powerpoint | Outlook
- Microsoft Windows | MAC O/S

Experience

Building Outlet Corp. | 08 / 2007 - Current

Web / Graphic Designer

- Design and update web sites and blogs for various divisions of company
- Design advertisements, logos, worksheets, brochures, articles, forms, animated web banners, business cards, and corporate identity for 4 divisions of company
- Create and send weekly email advertisement blasts

Freelance Graphic Design Work | 08 / 2006 - Current

Graphic Designer

- Various freelance website designs, print designs, and logo designs

Founders Asset Management | 04 / 1999 - 09 / 2005

Network Administrator

- Provided technical support for company wide voice and data networks
- Effectively managed several quarterly projects and completed on time
- Maintained software and hardware on all PC's, laptops, servers, and routers
- Built, installed, and administered Windows desktops, laptops, and servers
- Created and maintained user accounts, domain groups, and email accounts
- Provided 24 hour on-call tech support
- Maintained software and hardware on Avaya Definity phones and phone systems
- Maintained wiring and connection of networks
- Performed upgrades to user computers as well as to servers
- Deployed security patches and updates to software network wide
- Promoted from MIS Telecommunications Intern to Network Administrator

Skills

Quick Learner | Excellent Team player | Detail Oriented | Good Work Ethic | Dependable |
Self Managed | Great Problem Solver | Great Customer Service Skills