

ERICA ROSEN, WEB DEVELOPER / GRAPHIC DESIGNER

OBJECTIVE

To develop and maintain public and Intranet websites and design materials using my experience with website and graphic design, customer service, marketing, and communications.

PROFESSIONAL HISTORY

1995-Present Freelance Web Developer/Graphic Designer
1998-2005 Perot Systems Government Services, Scituate, MA – Associate Web Application Developer, Environmental Services Group
1996-1997 Business Travel News, Miller Freeman, Inc., New York, NY – Assistant to Art Director
1996 Muze, Inc., New York, NY – Computer Graphics Editor
1996 The Gordon Elliott Show, CBS Studios, New York, NY – Summer Intern
1992-1995 United Artists Syosset Triplex Theater, Syosset, NY – Assistant Manager
1990-1994 WKWZ Radio, Syosset, NY – News Editor/Anchor/Engineer/Disc Jockey

EDUCATION

B.S., Television/Radio/Film, S.I. Newhouse School of Public Communications, Syracuse University

PROFESSIONAL EXPERIENCE

Associate Web Application Developer, Perot Systems Government Services 1998 - 2005

Designed, created, and maintained websites using a variety of technologies. Responsible for all aspects of website development, including graphic design, site organization, content editing and management, customer service, marketing, and promotions. Researched websites for inclusion in databases, converted published documents into HTML format. Created and maintained DrinkingH2O.com, a resource for the drinking water community, including an award-winning public outreach section. Developed HTML versions of various reports for the US EPA, including the Draft Report on the Environment, as well as the original site organization and design of the MAIA website. Created web interfaces for the ArcIMS-based Tucson Water Quality Data website and U.S. Department of Housing and Urban Development's Community-Based Mapping portal. Analyzed and updated websites to improve search engine ranking and increase traffic. Edited and formatted technical documents, reports, proposals, and HTML email newsletters. Created and edited interactive PDF documents. Developed print logos and other marketing materials. Assisted with data entry for National Marine Fisheries Services' Fishing Vessel Trip Reports. Trained and assisted employees in troubleshooting Microsoft Office issues and various software/hardware. Winner of several President's Awards for customer satisfaction.

Assistant to the Art Director, Business Travel News, Miller Freeman, Inc., New York, NY 1996-1997

Converted published articles from QuarkXpress pages on Macintosh to Word PC documents; uploaded documents to on-line AT&T Interchange system; edited content, layout, and formatting of online documents and organized online directories.

Computer Graphics Editor, Muze, Inc., New York, NY 1996

Edited scanned images using Photoshop for fractalization and integration into Muze for Books system; included color balancing, cropping, resizing, and touching up photos.

Summer Intern, The Gordon Elliott Show, CBS Studios, New York, NY 1996

Assisted talk show producers; greeted and assisted guests; performed general office duties and assisted crew members; answered hotline and screened prospective guests; developed story ideas; sorted and organized viewer mail.

Assistant Manager, United Artists Syosset Triplex Theater, Syosset, NY 1992-1995

Supervised staff, maintained employee files; performed inventory/stock control, collected and organized cash pick-ups, completed sales reports, programmed ticket computers; developed and implemented promotions to increase sales revenue; resolved customer service and employee relations issues, devised crowd control plans; opened/closed theater.

News Editor/Anchor/Engineer/Disc Jockey, WKWZ Radio, Syosset High School 1990-1994

Hosted various musical programs; compiled, edited, and anchored evening news broadcasts; operated boards, maintained logs, and performed maintenance of broadcasting equipment.

COMMUNITY SERVICE

Student Teacher, Elementary Foreign Language Program, Syosset School District, Syosset, NY 1993-1994

Taught Spanish language and culture to children aged 4-8; responsibilities included research, gathering of materials, and creating lesson plans. Directed children's skits for annual foreign language festival.

TECHNICAL SKILLS

- HTML/Javascript Programming, CSS; Experience with dHTML, Java, Perl, CGI, XML, ASP, PHP, SQL, Zope, ColdFusion, Lotus Notes/Domino
- Macromedia Dreamweaver, Microsoft Front Page, Net Objects Fusion, Adobe GoLive
- Photoshop, ImageReady, Fireworks, GIF Animation, Flash, QuarkXpress, Illustrator, PageMaker
- PC and Macintosh, UNIX systems, Microsoft Windows, Microsoft Office, Word Perfect
- Video editing equipment (Sony 440/450), lighting for video and film, sound recording and mixing equipment

References and portfolio available upon request.