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Objective: Online advertising specialist, Webmaster, illustrator, layout, editorial content

Software tools: Platforms: Mac OS X and Windows XP. Programs: Adobe Dreamweaver; Adobe GoLive; Adobe ImageReady; XMeTaL Pro 1.0; Adobe Illustrator 8.0; Adobe Photoshop 7.0; Microsoft FrontPage 3.0; Allaire HomeSite 4.0; QuarkXPress 4.0; WS-FTP Pro; HTML; ASP; VB Script; Visual Interdev; Microsoft Access; Microsoft Excel

Experience: **Reed Business Information**, Waltham, MA **2006-2009**

Web editor/eNewsletter specialist. Maintain and upload advertising materials and editorial content for Web sites and electronic newsletters, using Adobe Dreamweaver, Photoshop, QuarkXPress, and other programs. Design and maintain online inventories for Websites and electronic newsletters. Supervise assistants in obtaining ad materials from advertisers. Maintain specifications and standards for advertising materials. Supervise online inventories of ad materials. Reformat and edit ad materials and editorial content.

Horizon House Publications, Norwood, MA **2004-2006**

Web editor. Reformating magazine articles and features for Web format; interfacing print and Web communities; design and publication of HTML newsletters; editing and proofreading online content; graphic design of logos and illustrations; HTML formatting and Web page design

New England Decks and Floors, <http://www.nedecksandfloors.com> **2002**

Design of Web site for flooring company. Graphic design and code for site, including all HTML and Javascript; editing content; photography of flooring.

Skyridge of New Hampshire, <http://skyridge-nh.com> **2002**

Design of Web site for real estate venture. Graphic design and code for site, including all HTML and Javascript; editing content; photography of property

Cahners Business Information, Newton, MA **1996-2003**

Web editor, e-inSITE, www.reedelectronics.com. Reformating magazine articles and features for Web format, using XmeTaL, Photoshop, QuarkXPress, Interpress and other programs; interfacing print and Web communities; making recommendations for program updates; editing and proofreading online content; graphic design of logos and illustrations; HTML formatting and Web page design

Webmaster, corporate Web site www.cahners.com. Designing and maintaining corporate Web site, including Javascript navigation and other tools; updating of content for site; copy writing and illustration; assist with design and maintenance of corporate Intranet; coordinating companywide Human Resources software application; writing weekly Tech Tips feature for employee newsletter; designing and copywriting posters, brochures, tee shirts and other collateral materials; proofreading corporate communications; producing graphic and written materials for Y2K readiness project

The Painted Feather Web site, Caswell Brook Marketing Group, www.kersur.net/~bha **1996**

Designer of Web site, including HTML and graphics; photographing models and merchandise; writing advertising copy; establishing FTP account to maintain site

Training:	Pinnacle Training Corporation, Stoneham, MA	
	Mastering Web Application Development Using Microsoft Visual InterDev 6.0	1998
	Mastering Microsoft Visual Basic 6 Fundamentals	1999
	Clark University Computer Career Institute, Framingham, MA	
	Computer Graphics and Web Design	1996
	University of Massachusetts, Amherst, Massachusetts	
	Bachelor of Fine Arts, graduated cum laude	1975