

skills

- High level of proficiency in Microsoft Office (Word, Excel, PowerPoint, Access, Outlook, Publisher, Visio);
- High level of proficiency in professional graphic design software, various web-based applications
- Operating Systems: Windows, Mac OS X
- Typing: 70+ WPM, 10-key
- Proficient in use of office equipment

experience

Principal and Consultant (June 2006 - present)

Dominant Paradigm, Inc. Fort Lauderdale, FL

- Lead and coordinate graphic design work for print and web
- Monitor production on all projects with Creative Director
- Sales and Marketing of all products and services
- Administrative tasks
- Edit and publish content for web (blogs)
- Design and produce print materials and web pages
- Manage IT needs: maintain network, perform backups, etc.
- Web hosting, client logins, email account and blog admin

Media Production Coordinator (October 2003 - May 2006)

WLH Consulting, Inc. Weston, FL

- Design and coordinate production of print and electronic media: workbooks for participants and facilitators, PowerPoint presentations, create graphics to illustrate abstract concepts
- Proofreading and copy editing
- Work on special projects as needed.

Administrative Assistant- Hep-C Alert, Miami FL 2002

Sales Associate - Music Arts Enterprises, Fort Lauderdale FL 2001-2002

Sales Associate - The Guitar Broker, Fort Lauderdale, FL, 1999-2001

MIS Help Desk - Perfumania, Miami, FL 1998-1999

special interests

Blogging

- [www.21stcenturydad.com](http://www.21stcenturydad.com)
- [www.ReneeAndElliott.com](http://www.ReneeAndElliott.com)

Toastmasters International

- Past Club President
- Past Area Governor
- Recognized for outstanding service to organization

South Florida Multimedia Design Group (Adobe User Group)

- Co-founder
- Facilitate meetings
- Conduct tutorials on design-related topics

education

University of Maryland - College Park, MD

Florida International University - Miami, FL

Areas of study: art history, literature and composition, liberal arts, humanities