

CAREER SUMMARY	
	Seeking a company support position where my strengths in creative design, administration, organization and interpersonal relations will be of great value.
Web Designer	<ul style="list-style-type: none"> Created and designed mockups, user interfaces, page layouts and graphic content for websites from conception to final product. Assisted with site maintenance and edits. Manipulated and optimized images and graphics. Utilized HTML, XHTML, CSS, Photoshop, Dreamweaver, MAC and PC.
Office Administrator	<ul style="list-style-type: none"> Experience meeting and greeting clients; producing flyers, newsletters, presentations, and correspondence using Word, PowerPoint and Excel. Have been responsible for mailings, general office operations and file organization. Have helped coordinate events and have managed travel arrangements.
WORK HISTORY	
Web Designer & Office Administrator	<p><i>As A Crow Flies Productions</i>; Hillsboro, OR (Jan 1998 – Dec 2007) Sole proprietor of web design business. Created, designed and maintained client websites. Handled all office operations; including filing, correspondence and flyers using Office 2000 and 2007, billing using Quicken for Home & Business and office supply maintenance.</p>
Web Designer	<p><i>Focus Design Studios, LLC</i>; Tacoma, WA (Dec 2005 – June 2006) Designed interfaces, CSS driven layouts and graphic content. Aided in site maintenance and updates of current clients websites.</p>
Freelance Web Design	<p><i>The Creative Group & Aquent</i>, Portland, OR (May 2000 – Dec 2000) Web production projects for <i>CMD</i> and <i>Hanlon Brown</i>. Editing HTML and JavaScript and image manipulation. Designed a PowerPoint presentation for my supervisor at <i>CMD</i>.</p> <p><i>Hire Knowledge & Able Minds</i>, San Francisco, CA Web production work for <i>Able Minds</i>, <i>Brann SF</i> and <i>Product Pop</i>; Editing HTML, web page design using table layouts, image creation and optimization. Performed XML code clean-up for <i>iMind</i>.</p>
Administrative Assistant (Contract Work)	<p>San Francisco, CA (1999 – May 2000) I created PowerPoint presentations, answered phones, organized filing systems, handled mailings and scheduling, managed the front office, and performed data entry in Excel and FileMaker for contract assignments. Through <i>On the Move Staffing: San Francisco Paramedics Association</i> (later a client for my web design services), <i>Union Bank of California</i> and <i>IGC</i>. Through <i>Certified Personnel: Wells Fargo Bank</i>. Through <i>Alan J Blair: Circle International, TCI Media Services</i>. Through <i>J. Boragine & Associates: CNET, Kaiser Permanente, and Snap.com</i>.</p> <p>Boulder, CO (Jan 1998 – Dec 1998) Through <i>Olsten Staffing Services</i>: I was contracted for general office administration and reception work for: <i>The City of Lafayette, Level 3, Qualcomm,</i></p>

<p>Administrative Assistant (continued)</p>	<p>and <i>Valley Lab</i> (now <i>Pfizer</i>). Through <i>Tascor Staffing</i>: I was contracted with <i>IBM</i> to work on their Intranet site and upload their meeting minutes with <i>Lucent Technologies</i>.</p>
<p>CORE COMPETENCIES</p>	
<p>Software Applications</p>	<p>Expertise with Dreamweaver, HomeSite, Photoshop, Word, PowerPoint, Outlook and Quicken. Familiarity with Flash, Illustrator, InDesign, Publisher, FrontPage, Fireworks, Access, FileMaker, QuickBooks, ACT and Excel. Office 2007.</p>
<p>Computer Languages & Operating Systems</p>	<p>HTML, XHTML, CSS. Windows 95 – Vista. MAC through Tiger.</p>
<p>EDUCATION</p>	
<p></p>	<p><i>University of Southern California</i>, Los Angeles <i>California State University</i>, Northridge</p>
<p></p>	<p>Radio TV Broadcasting Major, Theatre Minor - completed 3 years of degree program before accepting work on <i>General Hospital</i> and other productions.</p>
<p>NOTABLE</p>	
<p>Activities Director</p>	<ul style="list-style-type: none"> ♦ For 5 years I worked onboard Royal Viking Line ships in the position of Youth Activities Director planning, coordinating, and hosting cruise passenger shipboard activities. I teamed up with a crew from more than 30 nations and enjoyed the learning experience of seeing the world and its varied cultures. This job further developed my interpersonal skills and self motivation beyond that which I developed during my acting career.
<p>Actress/ Voice-over</p>	<ul style="list-style-type: none"> ♦ I worked as a professional actress in Hollywood working on such shows as <i>Days of Our Lives</i>, <i>General Hospital</i>, <i>Knight Rider</i> and <i>Emergency</i>; I also had the privilege of also working in voice-over and commercials. I am a member of <i>Screen Actors Guild</i>. Acting in front of the camera and behind the mike, developed my professional speaking voice, excellent communication skills, composure under stress and ability to handle myself in a variety of situations.
<p>Trained in Ballet</p>	<ul style="list-style-type: none"> ♦ Studied with San Francisco Ballet for 7 years (through high school). Danced in 6 seasons of <i>Nutcracker</i>. Due to my growing to not quite the right height, I moved to Los Angeles to major in theatre and broadcasting instead. Hence the beginning of my acting career.
<p>Other Interests</p>	<ul style="list-style-type: none"> ♦ Avid cyclist. I biked around Lake Tahoe (100 miles) along with the Oregon Chapter of Team in Training, to raise money for The Leukemia & Lymphoma Society in honor of a fallen cousin. I also love world travel, cross country skiing, and hiking as well as nature, travel and architectural photography.
<p>REFERENCES</p>	
<p></p>	<p>References available on request.</p>