



**OBJECTIVE** To create usable websites with the latest web technologies, keeping users, content and accessibility in mind.

**EXPERIENCE** **Online Communications Manager, The Arc | thearc.org**

Washington, D.C., September 2010 – Present

Responsibilities

- Manage the national non-profit organization's online presence, including its website, social media profiles and email marketing.

Accomplishments:

- Oversaw the creation of digital elements of The Arc's rebranding effort and the build and launch of the Autism NOW Center.
- Helped The Arc toward the adoption of open source projects (WordPress) and the use of HTML5 (The Arc Blog, The Capitol Insider Blog, Resources from The Arc and Autism NOW Center).
- Worked with the Web Producer and Marketing Associate to increase social media followers and engagement. We added almost 2,900 Facebook fans in 2011 – an increase of 50 percent. We added more than 1,500 Twitter followers in 2011 – a gain of 45 percent.

**Blogger, Fuel Brand, Inc. | fueyourwriting.com**

Seattle, WA, July 2009 – July 2010

Responsibilities

- Writes captivating articles on a freelance basis about writing tips, suggestions, and inspiration for other writers.

Accomplishments: Broadened my understanding of different online audiences.

**Multimedia Developer Intern, Guilford Technical Community College**

Greensboro, NC, February 2010 – May 2010

Responsibilities

- Created an interactive, reusable, multimedia quiz using Flash.
- Wrote script, designed interface and wrote Actionscript 2 code for the project.

Accomplishments: Produced a complex multimedia project with little guidance.

**Producer, Videographer and Web Developer, Barrow Hill Junior School**

London, England, January 2010 – February 2010

Responsibilities

- Managed three production teams on the ground in London, coordinating assignments, troubleshooting problems and ensuring quality content.
- Shot photos and video for project.
- Served as Project Manager once back in the States, organizing workflow and managing tasks and deadlines.
- Implemented final site design, using HTML, CSS and Flash.

Accomplishments: Created a dynamic website with an original design and unique content in eight weeks.

**Editor, Copy Editor and Reporter, The Observer Newspapers | sevobserver.com**

New Smyrna Beach, FL, February 2006 – November 2007

Responsibilities

- Covered a variety of beats as a reporter, including sports, the hospital and features.
- Produced an average of two stories a day and took photos to accompany stories.
- Designed inside pages daily and updated Web site daily.
- Also served as Editor when the paper turned into a weekly. Supervised staff of three, planned content, edited copy, wrote stories and designed three-section newspaper.

Accomplishments: Improved on previous sports coverage, concentrating on giving all high school and community sports equal coverage. Led paper's transition from a five-day daily to a weekly, serving as Editor.

**EDUCATION** **Master of Arts in Interactive Media**, May 2010, Elon University

**Bachelor of Arts in Journalism, Minor in History**, December 2003, University of Central Florida

**MEDIA SKILLS** **Software:** Photoshop, Flash, Dreamweaver, Illustrator, Final Cut Pro, Quark, InDesign, CMS systems  
**Languages:** HTML, CSS, JavaScript (Learning), jQuery (Learning), PHP (Learning), CodeIgniter (Learning)  
**Specialized:** Writing, Photography, Video Editing, SEO, Social Media  
**Hardware:** Nikon and Canon SLR Digital Cameras, Panasonic AG-HMC150 Digital Video Camera