

# KAREN L. DEC

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## **Objective**

To obtain contract work in the field of website graphic design and web coding/programming

## **Technical Skills**

- Create cross-browser, standards-compliant page layouts using XHTML & CSS
- Design web interfaces and edit photos using Adobe Photoshop (advanced skills)
- Apply user-centered web design principles to create organized, accessible sites
- Develop interactive features on web sites using JavaScript & Flash ActionScript
- Develop and maintain web databases using PHP and MySQL
- Create Wordpress-based websites and provide client training/consultation for upkeep
- Use the following software applications: Photoshop, Illustrator, Dreamweaver, Flash
- Use both Macintosh and Windows PC operating systems with equal ease

## **Recent Work Experience**

**Instructor**, Washtenaw Community College

Digital Media Arts (Internet Professional Program), Ann Arbor, Michigan; January 2008-present

- Teach introductory web coding class (XHTML & CSS)
- Teach introductory web graphics class (website graphic design using Photoshop)

**Owner and Creative Director**, Brightgirl Designs; June, 2005-present

- Analyze client website requirements, research competitor sites, and complete user surveys
- Create site outlines, content inventories, information hierarchies, and page wireframes
- Build and launch sites according to client specifications
- Perform quality assurance testing in multiple browsers on multiple platforms
- Manage all project deadlines and client correspondence

**Undergraduate Student Services Assistant**, University of Michigan

Department of Economics, Ann Arbor, Michigan; January 2006-present

- Create, update, and maintain class schedule for all Economics classes
- Order textbooks and maintain textbook information website
- Handle faculty and staff concerns related to undergraduate classes and students
- Provide frontline academic advising to students majoring in Economics

## **Education**

**Advanced Certificate in Website Graphic Design**, Washtenaw Community College, 2007

**Master of Education**, Indiana University, Counseling and Educational Psychology, 1996

**Master of Education**, Indiana University, College Student Personnel Administration, 1994

**Bachelor of Science**, Michigan State University, Psychology Major, Women's Studies Thematic, 1992