

KAREN L. DEC

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Objective

To obtain contract work in the field of website graphic design

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
- Use the following software applications:
 - Design: Photoshop, Imageready, Illustrator, Dreamweaver, Flash
 - Other: Word, Powerpoint, Excel, Access, Publisher, Outlook, Visio, OmniGraffle
- Use both Macintosh and Windows PC operating systems with equal ease

Recent Work Experience

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

Web Design Consultant, 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

Education, Training, and Outreach Coordinator, University of Michigan

Office of Student Conflict Resolution. Ann Arbor, Michigan; February 2003-January 2005

- Organized and coordinated multi-faceted training program for over 100 faculty, staff, and students who had roles in the University's conflict resolution process
- Facilitated re-organization and re-design of office website
- Conducted educational/outreach presentations with various constituent groups on campus
- Facilitated design, printing, and distribution of promotional materials and publications

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