



Lori Tatum | graphic designer | webmaster

resume

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To whom it may concern:

I am a graphic designer/webmaster with more than 12 years of experience. I have extensive experience designing advertisements, flyers, PowerPoint presentations, newsletters, logos, business cards, brochures, trade show exhibits, posters, websites, and e-mail blasts. I have over 3 year of experience with web development, mainly responsible for designing and developing a new e-commerce site with shopping cart facilities, catalog search and order processing for Region XIII. This e-commerce site was developed using Magento. More details are included in my attached resume.

During the last ten years, I have worked with Education Service Center Region XIII. Region XIII provides learning opportunities for adults. Throughout my tenure at Region XIII, I won two awards for Employee of the Quarter.

I would welcome the opportunity to further discuss my skills and this position. If you have questions or would like to schedule an interview, please contact me by phone at 512.468.9166 or by e-mail lorid.tatum@yahoo.com. I look forward to hearing from you.

Sincerely,

Lori Tatum

512.468.9166

lorid.tatum@yahoo.com

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Skills and Qualifications

Proficient in:

- ♦ Photoshop
- ♦ Illustrator
- ♦ InDesign
- ♦ Acrobat Professional
- ♦ HTML
- ♦ Dreamweaver
- ♦ GoLive
- ♦ PowerPoint
- ♦ Word
- ♦ FTP (Filezilla)
- ♦ WordPress

Knowledge of:

- ♦ CSS
- ♦ FLash
- ♦ SEO
- ♦ Javascript
- ♦ Basic PHP
- ♦ My SQL
- ♦ XML
- ♦ Excel
- ♦ Fireworks
- ♦ Premiere
- ♦ Magento
- ♦ Joomla

Design/Web/Software Trainer:

- Layout and graphic design for print ♦ Logo design ♦
- Web graphics and site design ♦ Publication templates ♦
- Training facilitator ♦ Image optimization for web ♦
- Typography ♦ E-commerce ♦ Database management

Project Management:

- Coordinate production schedules ♦ Manage contact with editors, advertisers, and printers to maintain submission quality and deadline ♦ Highly organized and self-motivated ♦ Deadline conscious, detail oriented, high performance personality

Awards:

- 2006 - Employee of the Quarter, ESC Region XIII
- 2007 - Employee of the Quarter, ESC Region XIII
- 2008 & 2009 - Gold Awards, Texas Schools Public Relations Assoc.

Education

New Horizons Computer, Austin, Texas

- Dreamweaver 2001-2002 ♦ Photoshop 2001-2003 ♦ Flash 2003 ♦ Fireworks 2001-2003 ♦ HTML 2002 ♦
- PowerPoint 2002-2003 ♦ Publisher 2002 ♦ Illustrator 2002-2003 ♦ Acrobat 2003 ♦ PageMaker 2003 ♦
- Introduction to Networks 2003 ♦ GoLive 2003 ♦ Photoshop World 2007 & 2008 ♦ InDesign 2007 ♦
- Project Management 2008 ♦ Miscellaneous training on lynda.com 2008 & 2009

Employment - Education Service Center Region XIII, Austin, Texas

September 1999 - present

Webmaster

- ♦ Developed e-commerce site with Magento for Region XIII products - www.esc13store.com
- ♦ Redesigned and maintain www.esc13.net website with over 200 program sites
- ♦ Developed and managed template site as a resource for staff implementations (PowerPoints, flyers, postcards, etc.)
- ♦ Taught publishing and website creation software to staff

Publication and Graphic Specialist

- ♦ Developed layout and design of publication-related materials (includes logos, flyers, brochures, & newsletters)
- ♦ Designed web page layouts and maintained web page files
- ♦ Created messages for marketing collateral, website verbiage, email blasts, and catalog
- ♦ Managed and facilitated communication among all cross-functional teams, both internal and external
- ♦ Planned, managed, and attended tradeshow and conferences

Program Assistant

- ♦ Developed layout and design of publication-related materials (included postcards, flyers, & PowerPoints)
- ♦ Planned and facilitated professional staff development activities
- ♦ Maintained budgets, purchase orders, invoices, contracts, and reimbursements

Small Business Startup

March 2007 - present | Online Creative Branding

- ♦ Developed a design firm, on a freelance basis, of more than 25 clients over a 3 year period