Lindsey Carlson

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OBJECTIVE:

To obtain a position that will benefit from my current knowledge base, skills, and creativity in the fields of web design, development, graphics, and other types of interactive media.

SKILLS SUMMARY

- ❏ Code: HTML, CSS, JQuery Frameworks, PHP (Wordpress, ModX), Actionscript 3.0, PERL TT
- ❏ Software: Adobe Photoshop, Illustrator, Flash, AfterEffects, Dreamweaver, Microsoft Works, Coda, Brackets, SVN
- ❏ Systems: Drupal 7, ModX, iModules, Constant Contact, Google Analytics
- ❏ Other: Traditional and digital illustration, graphic design, motion graphics, animation
- ❏ Hardware: Familiar with both PC, Apple

EDUCATION:

The Art Institutes International Minnesota, Minneapolis, MN   June 2009
Associate's degree in Web Design & Interactive Media

The Art Institutes International Minnesota, Minneapolis, MN   December 2007
Bachelor of Science degree in Media Arts & Animation

EXPERIENCE:

St. Catherine's University, St. Paul, MN   May 2014 - Present
Web Developer

- ❏ Continued maintaining, updating, editing content on university sites.
- ❏ Maintained Drupal 7, modules related to Drupal 7.
- ❏ Built out new functionality for Drupal sites using primarily Views, Panels. Created new content types as needed.
- ❏ Managed styles (CSS) for sites, as well as any other code that needed updating, editing, or to be written in.
- ❏ Aided in site migration from Drupal 7 into ModX.
- ❏ Carried on maintaining site as before, now in ModX.
- ❏ Managed and maintained Google Analytics for main university website, pulling or automating reports as required.
- ❏ Installed Google Analytics on remaining Drupal 7 sites to allow other teams on campus access to their own analytics.

- ❏ Built out email templates for iModules and Agros for use in marketing to external audiences, including alumnae, as well as templates for use with an internal audience, including faculty, staff, and students.
- ❏ Maintained mailing lists and scheduled mailings via iModules not only for marketing but for a variety of other teams on campus.
- ❏ Met with members of other teams on campus, including faculty, staff, and students, to teach basic Drupal, ModX, and iModules use for those interesting in either maintaining their own content or managing their own external emails. This included going over university brand and style standards that they would need to adhere.

St. Catherine's University, St. Paul, MN   November 2013 - April 2014
Web Producer
- ❏ Maintained, updated, edited, and worked with staff and faculty to keep content of university sites up to date.
- ❏ Handled staff and faculty in web-related issues, answering questions and troubleshooting problems either via email, phone, or directly in person. Also attended meetings with staff and faculty to discuss content updates and expansions.
- ❏ Aided in site migration from PHP pages into Drupal 7.

Active Sports, Inc., Little Canada, MN   October 2009 - April 2013
Web Developer
- ❏ Maintained the front-end of several e-commerce sites through PERL, HTML, CSS, JQuery, and some PHP, as well as several online content management systems attached to them.
- ❏ Utilized SVN in the code pushes for these sites, to dev and then to live.
- ❏ Oversaw the upkeep, expansion of, and the uploads of various inventory feeds for multiple e-commerce stores.
- ❏ Worked closely with the graphics and marketing departments to create weekly e-mails for advertisements, using HTML and CSS.

CONvergence, Bloomington, MN   Summers 2004 - 2011
Theater Sub-Head (Volunteer Position)
- ❏ Designed posters and flyers for events using Photoshop and Illustrator.
- ❏ Created motion graphic schedules and fillers to play in between showings using Photoshop and After Effects.
- ❏ Operated screen projector and accompanying machinery.
- ❏ Troubleshooted technical problems as they came up.
- ❏ Provided excellent support to theater patrons.