

Professional Summary

I began developing Web sites in 1999, coding HTML in Notepad. Starting from just a simple personal website, as technologies advanced I began to create larger, more elaborate sites using CSS, JavaScript, Flash, and various other coding platforms. I am looking for greater challenges and the opportunity to increase my management and web technology skills in a corporate environment.

Skills

Management:

- Manage staff workflow
- Train and support staff relating to technologies and tools
- Provide mentoring and professional guidance to staff
- Produce documentation on processes, training, and related work
- Plan and run meetings
- Direct and coordinate the planning, scheduling, establishment of work standards, assignment of tasks, and review of day-to-day activities of staff
- Coordinate business requirements
- Develop proposals including analysis, wireframes, presentations, and mock-ups

Programming & coding:

- Plan, design, develop, deploy and maintain commercial and personal websites
- Hand-code content using HTML, DHTML, XHTML, CSS, XML, & JavaScript
- Work extensively with text editors (Notepad++), Homesite, and Dreamweaver to design and develop sites
- Develop web content using PHP and MySQL
- Institute standards for site design and development
- Create Flash components and integrate into web pages
- Design and develop databases in MS Access and MySQL

Graphic design:

- Develop and optimize graphics with Adobe Photoshop and Paint Shop Pro
- Create, edit, and optimize graphics for site design, advertising, and product presentation
- Publish a newsletter including graphics and articles as well as editing and writing articles
- Develop and design logos, business cards, letterhead, advertising, and promotional materials
- Develop content, write copy, and design graphics for a procedures manual
- Prepare sales proposals, presentation materials, sales flyers, and catalogs

Production software:

- Carry out version control using Doc Factory and Web Publisher
- Create and maintain content with Interwoven CMS
- Develop spreadsheet solutions with MS Excel
- Develop instructional guidelines and text content with MS Word
- Develop wireframes in MS Visio
- Design presentations in MS PowerPoint

Operating environments:

- Have worked extensively in Windows XP Pro, and have some background in DOS, Windows 3.1/95/98, Mac, and Linux.

Christina M. King-Wojcik, Résumé, cont'd

Education, Degrees & Certifications

- IT Management course, Portland Community College, March 2008
- Associate of Applied Science, Computer Information Systems, 4.0 GPA, Highest Honors, Portland Community College, March 2007
- Web Development Certificate, 4.0 GPA, Highest Honors, Portland Community College, March 2004
- HTML 3.2 Certification, Brainbench, 2000
- A+ Certification, CompTIA, December 1999
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Organizations & Achievements

- Phi Theta Kappa Society
- National Dean's List, 2006, 2007
- First Place Award, Beadwork Design, Oregon State Fair, 2002
- Second Place Award, Beadwork Design, Oregon State Fair, 2002

Web and Design & Experience

CDI Corporation–Web Author, Web Project Lead, Senior Web Author, under contract with Intel Corp, Hillsboro, OR–Jul. 2007 to Current

Senior Web Author, November 2009 to current:

- ◇ All duties of Web Author noted below
- ◇ Provide mentoring to staff
- ◇ Produce documentation on processes, training, and related client work
- ◇ Develop solutions to resolve technical difficulties
- ◇ Assist management with various non-technical projects

Project Lead, April 2009 to November 2009:

- ◇ Manage staff workflow, time and priorities
- ◇ Prepare status updates on projects
- ◇ Train and support staff relating to technologies and tools
- ◇ Provide mentoring and professional guidance to staff
- ◇ Produce documentation on processes, training, and related client work
- ◇ Plan and run meetings
- ◇ Direct and coordinate the planning, scheduling, establishment of work standards, assignment of tasks, and review of day-to-day activities of staff
- ◇ Coordinate business requirements
- ◇ Communicate with stakeholders, outside vendors, and internal staff to receive, coordinate, and produce quality, on-time vendor deliverables
- ◇ Develop proposals including analysis, wireframes, presentations, and mock-ups
- ◇ Develop web content, graphics, and solutions as needed

Web Author, July 2007 to April 2009:

- ◇ Maintain and create web pages for public-facing corporate web presence
 - Edit and produce content in HTML, JavaScript, and CSS using Hometown, Notepad++, and Interwoven Content Management System
 - Develop web pages in four languages: Spanish, Portuguese, French, and English
 - Create and edit graphics using Adobe Photoshop CS
 - Carry out version control using DocFactory, Web Publisher, and Documentum
- ◇ Track daily, weekly, and monthly activities using Excel and various proprietary software
- ◇ Develop and publish online and email team newsletter
- ◇ Develop Wiki for team reference on site design standards
- ◇ Usability and design testing of project and time tracking system
- ◇ Act as Subject Matter Expert (SME) to train colleagues on new tracking system
- ◇ Produce team email newsletter, content coordination, design, layout, edit, and distribution

Christina M. King-Wojcik, Résumé, cont'd

Web and Design Experience, Cont'd

Chrystyna M Design–Web Developer & Designer, Portland, OR–1999 to 2007; Self-employed web and graphic design, responsibilities included:

- ◇ Plan and design website architecture including a PHP shopping cart
- ◇ Create, edit, and optimize graphics for site design and galleries with Photoshop
- ◇ Develop sites writing HTML, CSS, and JavaScript, coding in text and Dreamweaver
- ◇ Deploy and maintain web sites
- ◇ Write and edit descriptive copy and tutorials
- ◇ Develop and design logos, business cards, letterhead, advertising, and promotional materials with Photoshop, PageMaker, and various other software
- ◇ Design and develop Membership database in Access
- ◇ Prepare layout of newsletter including graphics and articles as well as edit and write articles using PageMaker and MS Word
- ◇ Maintain home office

Clientele included:

- ◇ *William Chappell for Congress*– March 2008 to November 2008, Campaign Website (williamchappell.com)
- ◇ *Dr. Robert Male, PHD*–Jul. 2003 to current, Consultant Website (robertmale.com)
- ◇ *Toni McCarthy's Beadwares*–Feb. 2003 to Current, Retail Website (beadwares.com)
- ◇ *Portland Bead Society* –Jun. 2001 to Jun. 2005, Non-Profit Organization Website (beadport.com)
- ◇ *Beaddancing*–Mar. 1999–Current, Personal, Educational, & Sales Website (beaddancing.com)

Intel Corporation–Web Developer, Hillsboro, OR–Jan. 2006 to Sep. 2006; Under contract with Business Education Contract

- ◇ Develop architecture for team-based intranet website, integrating a series of various sites for consistent look and feel
- ◇ Prepare groupware-style capabilities with PHP, MySQL, JavaScript, CSS, and XHTML using Dreamweaver and a text editor
- ◇ Create, edit, and optimize graphics for site design with Paint Shop Pro
- ◇ Institute standards for website design and procedures