

**Christina M. King-Wojcik**  
PO Box 803, Aurora, OR 97002  
503-678-6302/503-706-9300  
LinkedIn Profile:  
<http://www.linkedin.com/pub/christina-king-wojcik/12/b49/b18>

**Résumé**  
Email: [designer2@wavecable.com](mailto:designer2@wavecable.com)  
Portfolio: [chrystyna-m.com](http://chrystyna-m.com)

## 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 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 & interviews
- 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, AJAX, JQuery
- Work extensively with text editors (Notepad++), Homesite, Dreamweaver, and Aptana Studio 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
- Install, design and maintain wiki on MediaWiki platform

### Graphic design:

- Develop and optimize graphics with Adobe Photoshop
- 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, Adobe CQ5, Documentum
- 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
- Design and develop team collaboration and file sharing components in MS SharePoint
- Track meetings, notes, and project coordination in MS OneNote

### Operating environments:

- Have worked extensively in Windows 7 Enterprise, Windows XP Pro, and have background in DOS, Windows 3.1/95/98, Mac, and Linux.

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

## Experience

### CDI IT Solutions—July 2007 to Current, Various Roles, Under contract to Intel Corporation

#### *Web Project Lead, April 2011 to current:*

- ◇ Development of web content using Adobe CQ5
- ◇ Train colleagues on various CMS platforms
- ◇ Consult with Content Managers for development of good practices

#### *Web Project Supervisor II, May 2010 to Current:*

- ◇ Manage 6 team members on four different projects
- ◇ Review of day-to-day activities of staff
- ◇ Conduct yearly reviews and goal setting with staff
- ◇ Plan & run meetings
  - Monthly 1:1 meetings with immediate team staff
  - Semi-monthly meetings with all immediate team staff
  - Bi-Monthly 1:1 with client lead on team projects
  - Full staff weekly meeting bi-monthly on rotation
- ◇ Conduct interviews
  - Potential new hires
  - Exit interviews
- ◇ Provide mentoring and professional guidance to staff
- ◇ Provide support to the client and staff.
- ◇ Responsible for daily operations of staff
- ◇ Report issues, problems, and client needs as they occur
- ◇ Communicate and coordinate user needs with client management effectively
- ◇ Serve as back-up to other Web Project Supervisors

#### *Technical Validation and Factory Liaison, January 2011 to April 2011:*

- ◇ Advocate with global web project teams regarding process, position, and requirements to the Transition Change Management (TCM) team
- ◇ Provide insight on web project requirements, business processes, training, and production tools usage.
- ◇ Validate technical needs and capabilities of software tools for global web project teams
- ◇ Communicate with and support global web project teams via one on one discussion, group and global meetings, and maintenance of knowledge base
- ◇ Participate and assist TCM team with
  - User Acceptance Testing (UAT)
  - Production of appropriate training and communications for global web project teams
  - Appropriate delivery of training and communication to the global web project teams

#### *Senior Web Author, December 2009 to January 2011:*

- ◇ All duties of Web Author noted below
- ◇ Develop site design proposals including analysis, wireframes, presentations, and mock-ups
- ◇ Develop web content, graphics, and solutions as needed
- ◇ 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
- ◇ Develop and implement wiki for use as a knowledge base

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

## Experience

### CDI IT Solutions, contracted to Intel Corp. –July 2007 to Current, Various Roles, cont'd

#### *Project Lead, April 2009 to December 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 May 2009:*

- ◇ Maintain and create web pages for public-facing corporate web presence
  - Edit and produce content in HTML, JavaScript, and CSS using Homesite, 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

### **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](http://williamchappell.com))
- ◇ *Dr. Robert Male, PHD*–Jul. 2003 to current, Consultant Website ([robertmale.com](http://robertmale.com))
- ◇ *Toni McCarthy's Beadwares*–Feb. 2003 to Current, Retail Website ([beadwares.com](http://beadwares.com))
- ◇ *Portland Bead Society* –Jun. 2001 to Jun. 2005, Non-Profit Organization Website ([beadport.com](http://beadport.com))
- ◇ *Oregon Confederation of Clubs*–Dec. 2009 to current, Non-Profit Organization Website ([oregonecoc.org](http://oregonecoc.org))

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

## Experience

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

- ◇ 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 Gimp & Paint Shop Pro

## Ongoing Education

- PHP/MySQL course, Portland Community College, March 2010
- Project Management Course, Portland Community College, March 2010
- IT Management course, Portland Community College, March 2008

## Degrees & Certifications

- 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

## 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