

## SOFTWARE

Adobe Dreamweaver, Flash, Illustrator,  
Indesign, Photoshop, & Bridge  
Microsoft Outlook, Word, Excel,  
PowerPoint, & Access  
HTML, CSS, ActionScript 3.0,  
jQuery & Javascript

## SKILLS/AWARDS/TRAINING

Chinese – Intermediate  
Spanish – Intermediate  
Intro to Section 508 Training  
Recipient of Jack B. Sacks  
Scholarship (2006-2008)  
Certified Black Belt/Karate Instructor

New Editions Consulting  
Department of Homeland Security  
Washington, DC

Department of Veteran Affairs  
Washington, DC

Next Generation Broadband  
Washington, DC

Roundtable Group  
Hong Kong, China

## EDUCATION

Center for Digital Imaging Arts Boston University, Washington, DC  
September 2008 - May 2010  
Graphic and Web Design Certification Program

The George Washington University, Washington, DC  
September 2004 - May 2008  
Bachelors of Business Administration, Cum Laude GPA 3.53  
Dual Concentrations: International Business and Marketing  
Recipient of International Advertising Association Diploma in Marketing Communications

City University of Hong Kong, Hong Kong, China  
August 2006 - December 2006  
Fall Study Abroad Business Program

## EXPERIENCE

Accessibility Technician January 2010 - Present  
› Review acquisition requests and apply appropriate Section 508 contractual language to statement of works  
› Review and recommend national exceptions to Section 508 standards  
› Member of CRCL Website Tiger Team

Accessibility Technician October 2010 - January 2010  
› Processed Conformance Validation Statements to be reviewed for 508 testing

Marketing & Design Manager September 2008 - October 2010  
› Created and implemented corporate re-branding including corporate logo and stationary  
› Created marketing collateral for global clientele including product and promotional guides, one-pagers, slide presentations and seasonal mailings  
› Helped develop company website and first company intranet  
› Website and Intranet Administrator  
› Created and produced product demonstration videos to be distributed to clients  
› Troubleshooted live product demonstrations via WebEx

Accounts Coordinator/Sales Administrator August 2007 - September 2008  
› Maintained corporate database of 3000+ contacts  
› Briefed top executives by researching media resources for industry news  
› Updated internal resources on corporate summaries, sales information, account dossiers and corporate bios focusing on domestic and international top tier operators  
› Liaison between sales department and marketing department  
› Coordinated sales meeting logistics

Marketing Intern May 2007 - August 2007  
› Coordinated travel logistics for all conferences and networking events including follow-up reporting and updating contact database  
› Assembled and distributed 30 page bi-annual promotional guide  
› Executed mass marketing mailings (guerilla marketing) to internal and external stakeholders  
› Oversaw stock levels of all marketing materials

Intern November 2006 - December 2006  
› Conducted market research for relocation of Roundtable Café  
› Drafted proposals for student activities and revised local children's books for publishing  
› Created PowerPoint visuals for viral marketing presentation