

JOANNE HOOD SMITH

(250) 914-2444

joanne@sailsweb.com

EMPLOYMENT OBJECTIVE: WEB SITE DESIGN - FRONT END DEVELOPMENT

WEB PORTFOLIO AT: www.sailsweb.com

PROFESSIONAL HIGHLIGHTS

- ◆ Self-employed and Contract work in Web Design / Front-end Development
- ◆ Expert skills with HTML, XHTML, CSS coding
- ◆ Experience with cross browser display standardization, JavaScript & JQuery incorporation, HTML coding practices for email applications, Flash effects, Subversion clients, etc.
- ◆ Design / Development Software Applications: Adobe Products - CS4, PhotoShop, Flash, Illustrator, Fireworks, Dreamweaver (various coding editors, with much experience in hand-coding), Visual Studio
- ◆ Front-end Development Experience – HTML / CSS coding in an ASP .NET AJAX and PHP environment
- ◆ Front-end Development using various CMS software applications and services, i.e. Umbraco, Ekron, etc.
- ◆ Computer Applications: Microsoft Office Word, Excel, PowerPoint, Publisher, Adobe Acrobat, etc.
- ◆ Presentation Skills: Education and extensive experience with report writing, professional presentations, letter writing, running meetings, trade shows, marketing and special events
- ◆ Financials: Purchasing, Accounts Receivable, Accounts Payable, various accounting software programs such as Quicken, Simply Accounting, DAC Accounting
- ◆ Communication Skills: Open and attentive listening skills with an ability to provide input when called upon
- ◆ Works well as a team member, also demonstrating excellent work ethics in a self-directed work setting
- ◆ Professionalism: Highly professional attitude and demeanor
- ◆ Performance Aptitude: Ability and eagerness to perform at highest standard with learnt skills, along with, aptness and willingness to learn new competencies

AREAS OF EXPERTISE AND EMPLOYMENT HIGHLIGHTS

Job Title: Web Design & Development
Employer: Definition 6 – Contract Work
Date: Feb 2009 to Current

Duties and Responsibilities: This is a contract position working with an extensive highly skilled and diverse team providing the following services: Front-end Web Site Development, HTML coding, XHTML coding, email HTML coding, CSS, CMS front-end development, cross browser coding resolution, Javascript related to web page design, Photoshop related to web page design, Flash related to web page design and various other technical disciplines.

Job Title: Web Site Manager
Employer: Georgia Rural Water Association
Date: January 2005 to Current

Duties and Responsibilities: This is a contract position providing the following services: front-end Web Site Development, HTML coding, XHTML coding, email HTML coding, CSS, CMS front-end development, cross browser coding resolution, Javascript related to web page design, Photoshop related to web page design, Flash related to web page design and various other technical disciplines.

Job Title: Web Site Manager
Employer: Georgia Erosion and Sedimentation Training Institute
Date: January 2003 to current

Duties and Responsibilities: This is a contract position providing the following services: front-end Web Site Development, HTML coding, xHTML coding, email HTML coding, CSS, CMS front-end development, cross browser coding resolution, Javascript related to web page design, Photoshop related to web page design, Flash related to web page design and various other technical disciplines.

Job Title: Assistant Director of Elliot Lake
Employer: City of Elliot Lake
Date: July 1984 to December 1997

Duties and Responsibilities: Responsible for management of physical and human resources duties, related to the services for Parks and Recreation Facilities, Programs and Special Events.

EMPLOYMENT HISTORY

1999 to current Website Design and Internet Support Services
S.A.I.L.S., Inc. Atlanta, Georgia
1997 to 1999 Retraining and Education Activities preparing for Web Site Design Career
Atlanta, Georgia
1995 to 1997 Special Events Coordinator & Software Support Services (contract positions)
Corporation of the City of Elliot Lake, Elliot Lake, Ontario
1986 to 1995 Assistant Director of Parks and Recreation
Corporation of the City of Elliot Lake, Elliot Lake, Ontario
1983 to 1986 Director of Aquatics
Corporation of the City of Elliot Lake, Elliot Lake, Ontario
1981 to 1983 Instructor - Part-time
Sault College & City of Elliot Lake, Ontario

EDUCATION BACKGROUND

- ◆ Ongoing & current training in industry design trends, Adobe CS4, designing in .net environment, designing for mobile devices, marketing trends, etc.
- ◆ Website Design Certificate, Horizons Computer Learning Ctr., Atlanta, GA
- ◆ Certificate / Credit Courses – PhotoShop, Flash, Internet Marketing, Kennesaw State
- ◆ Municipal Management Certification, CMMIII – (associate degree in public administration) Ontario Municipal Management Institute
- ◆ Recreation Leadership Diploma Program, Fanshawe College, London, ON
- ◆ Small Business Management Certificate, Sault College, Elliot Lake, ON
- ◆ Contact and References will be provided upon request.