

Siegel and Gale**1996- 1997****Production Artist/HTML coder**

Worked with account executives and clients to redesign and implement new website areas for top clients such as IBM, Kodak and The Weather Channel.

- Created templates for The Weather Channel's site redesign, developed animations for city weather reports
- Built and expanded investment sections of the American Express Direct website, increasing site traffic and requests for prospectuses
- Created Flash promotional section for the Kodak Picture network for online distribution and storage of photos

Merrill Lynch**1996****Web Consultant**

Consulted with the Web Services department in establishing authority and control over Merrill Lynch's fast-growing Intranet.

- Wrote company-wide policies on Merrill Lynch's Intranet for department websites; reviewed 91 internal sites and ensured compliance with corporate guidelines
- Produced a Lotus Notes database of internal webmasters to enhance communication and troubleshooting
- Assisted in the redesign of the Merrill Lynch Web Services site; coordinated corporate's first website launch

Columbia University**1993-1996****Ph.D. Coordinator/Webmaster**

Liaison for the graduate students in the English department office

- Co-launched and updated the departmental website in 1995, which along with listservs transformed communication and the availability of information to prospective and current students

Graduate Coordinator, Anthropology Department

- Installed a database to track the department's 150 graduate students' progress toward degree completion

Education:

M.A. in English Literature and Cultural Studies, Columbia University, May 1996

Thesis: "Staking a Claim: Nationalism on the World Wide Web"

Radcliffe Publishing Course certificate, August 1989

B.A. in English Literature, Grinnell College, May 1989

Additional skills:

MS Project, Office, Visio, PowerPoint, Photoshop, Illustrator, Dreamweaver, CSS, HTML, Flash, JavaScript