

# Monique Smith

## Web Designer

(813) 957- 6360

[www.moniquedesign.com](http://www.moniquedesign.com)  
[msmith@moniquedesign.com](mailto:msmith@moniquedesign.com)

### OBJECTIVE

Acquire a position in the Tech Industry where my skills will be creatively utilized.

### PROGRAMS & SKILLS

- MAC and PC Proficient
- WordPress
- WooCommerce
- CSS
- JavaScript
- Sitecore 8
- Adobe Illustrator
- MS Word
- Dreamweaver
- MS Access
- MS Excel
- HTML
- MS Outlook
- Google Analytics
- Adobe Photoshop
- Adobe Acrobat

### EDUCATION

International Academy of Design and Technology  
**Bachelor of Fine Arts, Interactive Media**  
C.G.P.A. 3.73/4.0

Tampa, FL  
**9/06**

### WORK EXPERIENCE

The Richman Group

#### **Clubhouse Attendant (The Sedona)**

Tampa, FL

**Current**

- As an attendant, I offer after-hours property assistance, including lock-outs to residents in The Sedona community.
- Assist staff with monthly resident events.
- Face-to-Face communication with residents that are picking up parcels and other deliverables.
- Provide IT support on MAC & PC for residents at the Clubhouse.
- Maintain stock inventory for staff.

Raymond James Financial, Inc.

#### **Web Administrator (Contractor)**

St. Petersburg, FL

**12/16-1/18**

- In the Marketing Department, I was part of the Web Services Migration Team that converted over 1,000 Financial Advisor websites into the Sitecore 8 CMS platform.
- Trained new team members on the website migration and publishing process.
- Created Google Analytic properties for websites.
- Cropped bio photos, logos and header graphics for migrations.
- Assisted Web Services team on advisor queries and status updates for websites.
- Completed ServiceNow IT tickets for Financial Advisors.
- **Technologies Used:** HTML, CSS, Bootstrap
- **Programs Used:** Adobe Photoshop CC, Adobe Illustrator CC, Adobe Acrobat DC, Adobe Reader DC, NotePad ++

Small Business Success, Inc.

#### **Web Developer**

Clearwater, FL

**7/12-10/16**

- Spoke with clients on a daily basis to gather content for their e-commerce websites. Explained to customers about the website process, use of drop-shippers and wholesalers for product placement.
- Developed e-commerce websites within the WordPress platform for small businesses throughout the U.S., U.K., Canada and Australia. Online transactions were processed through their merchant of choice. Once the website was completed, I showed the client how to update their site from the back-end through the WordPress platform.
- Used Photoshop for web layouts and graphics.

- **Additional Tasks Included:** Search-Engine Optimization, Back-linking, Blog Article Marketing and Social Media Training for Clients.
- **Technologies Used:** HTML, CSS, JavaScript
- **WordPress Plugins Used:** Advanced Google Universal Analytics, Contact Form 7, Fast Secure Contact Form, MarketPress, Jigoshop, Prosocialite, Really Simple CAPTCHA, Revolution Slider, Regenerate Thumbnails, Shopp, Slideshow, Social Media Widgets, WooCommerce, WooCommerce CSV Import, WooZone – WooCommerce Amazon Affiliates, Yoast SEO and BruteProtect
- **Programs Used:** WordPress, Photoshop CS6, Adobe Illustrator, Microsoft Excel, TextWrangler

Demos on Demand

Brisbane, CA

**Web Developer (Contractor)**

**12/10-4/12**

- As the lead Web Developer, I assigned various microsite tasks to other developers on the team. Updated spreadsheet documents as each microsite was proofed & completed. Forwarded spreadsheets to my Supervisors every day.
- Developed over 100 microsities for Demos on Demand customers worldwide. On Demand content from Norton, Barracuda, Virtual Graffiti and other relative "How to" computer videos were added onto each microsite.
- Developed "How to" media player content and graphics for each microsite. Uploaded video content onto the Demos on Demand servers through their custom CMS platform.
- Maintained & Updated microsities per request of Demos on Demand.
- **Technologies Used:** HTML, CSS, JavaScript
- **Programs Used:** Dreamweaver CS5, Photoshop CS5, Flash CS5, Flash Decompiler, Illustrator CS5

Footbridge Media

Pensacola, FL

**Web Developer**

**5/10-10/10**

- As a Web Developer, I designed and updated multiple websites for local and out of state businesses. Website content curation was imperative for fluid SEO.
- Designed door hangers and other graphics for businesses.
- Published Blogs & Press Releases for businesses.
- SEO was part of my daily routine for business listings, directories and search engines.
- **Technologies Used:** HTML, CSS, JavaScript
- **Programs Used:** Dreamweaver CS4, Photoshop CS4, Illustrator CS4, Fireworks CS4

Idearc Media Corp. (Dex Media)

St. Petersburg, FL

**Web Developer**

**4/08-11/09**

- As a Web Developer, I developed 30 websites every month for businesses in and out of the state of Florida. All websites were uploaded to the custom CMS system for clients to manage through their own admin panel.
- Designed Flash header graphics, splash pages and logos.
- Spoke to customers on a daily basis to gather content, provide assistance as well as support for their websites.
- Maintained & Updated websites for customers.
- Provided additional content as a Web Copywriter.
- **Technologies Used:** HTML, CSS, JavaScript
- **Programs Used:** Dreamweaver CS3, Photoshop CS3, Flash CS3, Illustrator CS3, Fireworks CS3

New Homes Realty, Inc.

Tampa, FL

**Web Production Artist**

**9/06 – 4/08**

- As a Web Production Artist, I touched up Real Estate imagery for business cards, newsletters and bio profiles.
- Designed Image maps for the New Homes Realty Website.
- Lightly edited homes for sale.
- Cropped, edited and scanned floor plans for Real Estate Agents.
- Designed birthday and yearly anniversary cards for the team.
- **Program Used:** Photoshop CS3

University of South Florida

Tampa, FL

**Web Development Internship**

**7/06 – 9/06**

- Redesigned the EH&S website for USF.
- Scheduled meetings with staff members to gather content for the new EH&S website.
- Compressed images and layout files to improve page load times.
- Created multiple, fillable .PDF forms for download.
- Trained staff on how to update the website.
- **Technologies Used:** HTML, CSS, JavaScript
- **Programs Used:** Dreamweaver CS3, Photoshop CS3, Illustrator CS3, Fireworks CS3

International Academy of Design and Technology

Tampa, FL

**Work Study (Debt Management Department)**

**2/04 – 7/06**

- Assisted staff by answering phone calls when needed in the office.
- Updated database information for Debt Management.
- Mailed out important documents to students.
- Maintained campus file room for the department.
- Designed poster and stationary graphics for Debt Management.
- **Programs Used:** Photoshop CS3, Illustrator CS3