

Erin Balon

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Education: **Johnson & Wales University** Providence, RI
A.S. Web Development, Graduation November 2004 (Magna Cum Laude)
B.S. Web Management and Internet Commerce major, Graduation May 2006
(Magna Cum Laude)
GPA 3.8

Special Skills: Dreamweaver CSS 1 & 2 Microsoft Office 2007
Flash JavaScript Adobe Photoshop
Illustrator HTML 4.0 Fireworks
XHTML 1.0 Actionscript 2.0 Final Cut Pro

Experience:

12/08 – 4/09

Web Designer / Contractor

Orthofix McKinney, TX

- * Photographed medical equipment to be used on the company's Intranet.
- * Updated Virtual Inventory Product Catalog (VIPC) to reflect changes in inventory.
- * Improved VIPC to be more user friendly and work across multiple browsers & platforms.
- *Technologies Used: Photoshop CS3, Dreamweaver CS3, HTML 4.0, CSS 2

10/07 - 9/08

Web Specialist

The University of Texas at Dallas Richardson, TX

- * Collaborated with team of web specialists to develop creative web solutions.
- * Supported and trained departmental publishers on how to update their web sites.
- * Planned, designed and developed web sites that coincided with UTD's branding and web page style guides.
- * Quality checked web sites in all major browsers on both Mac and PC platforms.
- * Maintained home page by taking photographs, creating new images, profiles, and writing captions.
- * Performed gateway maintenance on top level pages to ensure they delivered accurate information to users.
- * Utilized time management skills to prioritize and work on multiple tasks simultaneously.
- *Technologies Used: Photoshop CS3, Dreamweaver CS3, Flash CS3, XHTML 1.0, HTML 4.0, CSS 2, Actionscript 2.0, UNIX Secure Shell, Illustrator CS3, Fireworks CS3, WebTrends Analytics 8

9/07 - 02/08

Flash Developer/Contractor

Hunt Oil Company Dallas, TX

- * Coordinated with colleague to plan, design & program a touch screen application using Flash.
- * Adhered to strict deadline and completed the project early.
- * Quality tested application with strict attention to detail to ensure it worked properly.
- * Created a CD-ROM from a scaled down version of the touch screen application.
- * Technologies Used: Photoshop CS2, Flash 8, Actionscript 2.0

- 5/06 – 3/07 **Web Programmer / Developer**
Horizon Information Systems Johnstown, PA
* Managed, designed, developed, & maintained various web sites for several clients.
* Utilized problem solving skills and consulted with team members to code and debug web sites.
* Advised clients on best web practices to maximize their investment.
* Technologies Used: Photoshop CS2, Dreamweaver 8, CSS 2, XHTML 1.0, HTML 4.0, ASP, Flash 8, Actionscript 2.0
- 3/06 – 5/06 **Web Master / Internship**
Our Town Johnstown, PA
* Planned and designed new web site to accompany a new weekly print publication.
* Created web site time line to coordinate with the print publications time line.
* Utilized a custom content management system to easily update web site daily.
* Took digital photographs for use on web site.
* Developed & presented content in a way that would attract and maintain readers' interest.
* Technologies Used: Photoshop CS2, Dreamweaver 8, CSS 2, XHTML 1.0, HTML 4.0
- 7/03 – 3/06 **Web & Flash Developer / Designer**
Self Employed - Freelancer Windber, PA
* Worked in conjunction with various clients to plan, design and develop a variety of web sites.
* Provided technical support to clients and taught them how to update their web sites.
* Imported & edited video from VHS using iMovie & Final Cut Pro and used Flash to stream the video.
* Created innovative web sites that were more user friendly and attracted more visitors.
* Technologies Used: Dreamweaver MX, HTML 4.0, XHTML 1.0, CSS 2, Final Cut Pro, Photoshop, Flash
- 08/01 - 06/02 **Web Master**
Windber Area High School Windber, PA
* Designed and created graphics and web pages.
* Implemented ideas for new pages.
* Edited and managed student pages for 30 students.
* Maintained server.
* Technologies Used: HTML 4.0, Photoshop
- 04/00 - 11/00 **Web Master**
Dame Broadcasting Johnstown, PA
* Responsible for two radio station websites.
* Increased number of visitors to the websites.
* Worked in conjunction with staff to develop the websites.
* Technologies Used: HTML 4.0, Photoshop

Awards:

- * 2006 JWU Faculty Award in Web Design.
- * 2005/2006 JWU Faculty Scholarship.
- * Honorable mention, \$250 scholarship in 2002 Pennsylvania Bar Association Web Design Contest.
- * Third place, \$12,000 scholarship in 2002 Johnson & Wales University Web Design Contest.
- * 2002 Windber Area High School Web Master Award.
- * 2001 Windber Area High School Data Processing II Award.

**Portfolio: <http://www.araknidwebdesign.com>
References Available Upon Request**