

Career Goals

Utilize aptitudes for the written format to empower end-users of all skill levels to achieve mastery of their software.

Education

College of Charleston (2000 - 2005)

- Bachelor of Arts with Honors in Anthropology

Trident Tech (2006-2008)

- Graphic Design path with emphasis on Digital Media

Trident Tech (2017-2019)

- Associates in Information Services

Professional Skills

- Adobe Creative Suite
- Microsoft Office Suite
- Technology Expertise
- Digital Communications

Key Roles

Content Creation with quality on deadline
Project Management of goals and milestones
Research emphasizing comprehensive details
Troubleshooting for flawless presentation

Interests

Classic Science Fiction Audiobooks
Personal Fitness User Interfaces
Management Games Nutrition

Employment History

Evening Post Publishing - Prepress Supervisor (2013 - Present)

- **Proofreading and copy editing** digitally submitted print products for accuracy, technical specifications, and stylistic consistency.
- **Technical design and content creation** for custom industrial, advertising, and business documents.
- **Quality-checking** for content, color, and image reproduction for digital publishing and print production.
- **Client and cross-departmental training** through primarily text-based and remote communication for digital submission, software portals, proofing, and approvals of template-based publications.
- **Maintaining production software and hardware** including on-premise licensed suites in addition to subscription-based cloud interfaces.
- **Availability** for emergency, troubleshooting, training, and deadlined work on demand, including nights, weekends, and holidays as needed.

The Post & Courier - Lead Obituary Clerk (2000 - 2013)

- **Edited and proofed** for AP style.
- **Processed and reproduced submissions** for daily obituary section published digitally and in print.
- **Trained** obituary staff for submission formats and content entry of obituaries through software portals.
- **Created daily deliverables** for immediate digital publication and deadlined printing.

Madison County Record- Reporter / Photographer (1997- 1999)

- **Wrote articles** from interviews and research for a weekly newspaper focused on small business and community policy.
- **Copy edited** for AP style.
- **Photography** to visually convey attention to articles.
- **Page Designer** for all sections of the publication.