

Objectives

I am seeking new opportunities where I can use my knowledge of website design/production with a specialization in WordPress Websites.

I am willing and eager to learn new things. I believe that with my knowledge and skills, I can support the mission of your organization.

Work Experience

Incarnate Word Knights of Columbus #9981 | Chesterfield, MO

New Media Coordinator | 2012 – Currently

Promotes activities and programs within the Council that would strengthen and support the family life of its members Maintain the council's website and the Council's Facebook page. Increase the visibility of the IW Knights of Columbus Council in the parish community using traditional media (i.e. Radio Spots, flyers, bulletin announcements) and New Media outlets (i.e. Facebook, Council website, etc.)

St. Louis County Elections Board | St. Ann, MO

Temporary Election Worker | 2024

You will be assigned to the Training Department; however, you may assist other departments as needed

- Hart InterCivic
 - Verity Scan - Secure vote capture
 - Verity Controller - Centralized poll management
- KNOWiNK
 - Poll Pad® - Electronic Pollbook

Hit Mix 88.9 WEIU-FM | Charleston, IL

Radio Control Board Operator, Show Host and Producer | 2004 - 2006

Operated Studio Control Board during live remote broadcasts, announcing, using production equipment, keeping music and operation logs, writing on-air promotional spots and other radio-related tasks.

Assisted in making the station highly competitive with all the other commercial radio stations in East Central Illinois.

Equipment Used

- Radio Automation Systems such as DigiCenter
- Broadcast Audio Control Board

WICD-TV / ABC News Channel 15 | Champaign, IL

Master Control Operator | 2001

Set up, controlled and monitored television broadcasting equipment to transmit television programs and commercials to the viewing audience. Duties included on-air switching, dubbing and transferring programs, and gathering satellite feeds for broadcast use.

Equipment Used

- Professional Audio boards by Yamaha
- Master control switchers such as ones by Grass Valley
- 1" Video Recorders
- VHS Recording systems
- Automation Systems
- Inner-city Microwave Network

News Staff / Production Crew | 1997- 1999

WEIU-TV | Charleston, IL

Handled multiple roles to produce 30-minute newscasts and various sports and public affairs programs produced by WEIU-TV and run a fully operational news department at WEIU-TV. Other duties as assigned

Equipment Used

- Professional Audio boards by Yamaha
- Master control switchers such as ones by Grass Valley
- 3/4" Video Recorders
- Avid Non-Linear Video Editing Systems
- Sony ENG Newsgathering Cameras

St. Louis County Elections Board | St. Ann, MO

Election Judge Supervisor | 2006 - 2021

Verifying all material is present to open the polls. Take care of voter problems. Delivery of election material after the polls close.

Equipment Used

- iVotronic DRE's with VVPAT
- Poll Pad by KNOWiNK

Target | Chesterfield, MO

Guest Advocate (Cashier) | 2011 - 2024

Answer guest questions, maintain a clean, great-looking store, and provide quick and friendly checkout assistance. Know REDcard messaging and solicit guest registrations Train new team members and work as part of a team

Equipment Used

- NCR Cash Registers
- ZEBRA price/Inventory Scanners

Volunteer Work Experience / Internships

Incarnate Word Knights of Columbus #9981 | Chesterfield, MO

Deputy Grand Knight | 2021 – Currently

The Deputy Grand Knight of the Incarnate Word Knights of Columbus Council #9981 serves as the Grand Knight's right-hand man and fills in for the Grand Knight when he is not present. The Deputy Grand Knight also serves as the IWKnights' Program Director.

Ultimately, he assists the Grand Knight in leading the council and reaching council objectives

Finally, the Deputy Grand Knight may serve as a liaison between the council and other groups that share similar interest (i.e. Newman Club, pro-life club, etc.).

IQComputing St Louis Web Design | Ballwin, MO

WordPress Tech Writer (Internship) | 2018

Covered HTML/CSS fundamentals, WordPress website administration, etc.

Equipment Used

- Adobe Creative Suite 2018 – PhotoShop, Premier, After Effects, Dreamweaver
- Dell Computer Systems

The Odyssey, a service of Hit-Mix 88.9 WEIU-FM | Charleston, IL

Show Host and Producer | 2002 - 2006

Hosted a radio talk program announcing, using production equipment, keeping music and operation logs, writing on-air promotional spots and other radio-related tasks. Promoted Eastern Illinois University and Charleston community interests.

Education

Certificate of Specialization, Digital Media: Interactive and Graphic Design | 2017 – 2018

Certificate of Specialization, Web Developer | 2016 - 2017

Saint Louis Community College at Meramec | St. Louis, MO

Bachelor of Science Courses in Information Technology, Web Multimedia and Animation | 2008 - 2010

Kaplan University Information Systems and Technology | Fort Lauderdale, FL

Bachelor of Arts in Speech Communication with a Radio / TV / Film Concentration | 1997-1999

Eastern Illinois University | Charleston, IL

Associate's in Applied Science / Radio-TV Broadcasting | 1994-1997

Lake Land College | Mattoon, IL

Skills

Working knowledge of Microsoft Windows, Adobe Creative Suite, Microsoft Office Suite

Being very proficient in Adobe Creative Suite

Specifically in Acrobat, Photoshop, Illustrator, InDesign, After Effects, Premier Pro, & Audition.

Built and maintained personal and non-profit Web sites

Experience in using equipment and technology for radio and TV broadcasts.

News stories writing, news feeds editing, and news graphics creation.

Built and maintained personal and non-profit Web sites

Hosted and produced a call-in radio talk show