WEB ASSISTANT RESUME

Objective:

Seeking the position of Web Assistant.

Summary of Skills:

- Strong experience in hand-coding clean, compliant, and semantic XHTML
- Extensive knowledge of CSS, web standards, and web technologies and familiarity with SEO
- Strong understanding of website layout and usability; familiarity with social media
- Outstanding ability to resolve browser and hacking problems
- Familiarity with open source software
- Familiarity with optimizing video for YouTube and other video hosting sites
- Sound knowledge of working and troubleshooting of the widely used operating systems (Windows versions, MAC, Linux)
- Proficient in Microsoft Office Suite (Excel, Microsoft Power Point, Microsoft access)

Work Experience:

Web Assistant, August 2005 to till date
Rullion Computer Personnel Ltd, Boxboro, MA

- Created and edited images and graphics for website use.
- Responded to routine and non-routine questions regarding graphics and web construction.
- Maintained existing websites providing tech support for clients with existing websites.
- Assisted Web Developer with a wide range of web-based projects.
- Coordinated with Art Director on print design (ads, direct mail, brochures and logos).

Web Assistant, May 2000 to July 2005
Andy Fabbri, Boxboro, MA

- Maintained, modified, and updated websites utilizing HTML and CSS.
- Ensured to update company websites with content and imagery.
- Monitored and fixed companies websites for errors.
- Created and sent out E-Mail Campaigns.
- Initiated to continue updating and maintenance process.
- Ensured good look and feel of the site.

Education:

Bachelor's degree in Web Technology, University of Iowa, Iowa City, IA

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