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## Website Manager Resume

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### Job Objective

Long time Website Manager is looking for a new situation that can take advantage of my experience and is a place where moving up is possible.

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### Highlights of Qualifications:

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- Admirable experience in managing content management systems and performing web analysis and user tests
  - Outstanding knowledge of human computer interaction principles
  - Operational knowledge of website analysis
  - Immense ability to analyze and interpret complex data
  - Deep ability to manage all confidential information
  - Skilled to developed website development standards
  - Solid understanding of pivot tables and graphs
  - Familiarity withHTML/XHTML, CSS, web standards and cross-browser design
  - Proficient with Drupal, Joomla, CONTENTdm, and Moodle
  - Ability to maintain the confidentiality of sensitive information
  - Ability to plan and manage information
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### Professional Experience:

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#### Website Manager

Ideal Innovations, Inc., Fresno, CA

October 2008 – Present

- Maintained effective communication with staff and developed website content.
- Developed various management tools and applications for objectives.
- Prepared an editorial calendar for site and updated it on a monthly basis.
- Administered everyday operations and managed functionality of company website.
- Prepared monthly reports for website activities.
- Managed development process of web server and synchronized production for all.
- Coordinated with Internet Service Provider and performed troubleshoot on various ISP issues.
- Performed periodic assessments on website traffic and analyzed website trends.

#### Website Developer

Lionbridge Technologies, Fresno, CA

August 2003 – September 2008

- Analyzed customer requirements and planned and executed project implementation.
- Coordinated with various departments and prepared web page layout and prepared online content.
- Developed maintenance programs for web pages and applications.
- Performed regular research on new web technologies and incorporated it on website.
- Ensured compliance to all laws and regulations applicable in company.
- Maintained all work according to procedures.

#### Website Designer

Epiphany Productions, Fresno, CA

May 1998 – July 2003

- Analyzed business requirements and developed online and technical content accordingly.
  - Provided technical support to creative team such as developing new graphics and banners.
  - Coordinated with managers and clients and transformed requirements into functional designs.
  - Designed template for site creation.
  - Developed, managed and provided technical support to various websites.
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### Education:

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Bachelor's Degree in Computer Science

Nichols College, Dudley, MA

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