Georgia Davenport

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Objective

To be your web/SEO/graphic pro!

Computer Qualifications and Other Skills

- Microsoft Windows, Word, PowerPoint, Access, Visual Studio, and Excel
- Adobe Acrobat, Page Maker, Premiere, Illustrator, Acrobat, FrameMaker, Photoshop, Flash, Director, Fireworks, InDesign, and Dreamweaver
- QuarkXpress
- Wordpress
- MySQL, MS SQL Server, and Oracle
- HTML, XML, JavaScript, JQuery, C++, ASP.net, CSS, PHP, and Coldfusion
- Strong interpersonal, teamwork, and customer-service knowledge
- Hardworking and self-motivated

Education

Central New Mexico Community   Albuquerque, NM 1999-2007
Degrees and Certificates:

- **Associates Degree in Computer Information Systems/Multimedia, 2005**
- **Associates Degree in Web Technology, 2007**
- **Certificate in Computer Information Systems/Multimedia, 2005**
- **Certificate in Web Technology, 2007**

Major courses of study included Web and Graphic Design, Technical Writing, Interpersonal and Business Communications.
Awards:

- 4 years on the Dean's List
- 2 year on the National Dean's List
- Gold Certificate of Academic Achievement

Experience

Webmaster, SEO Expert,   *The Durango Herald*   Durango, CO   2010-2012
& Print Ad Designer

- Designed and wrote HTML, JQuery, PHP, and ASP web pages.
- Edited & designed print ads for various publications.
- Reworked sites to increase their search engine ranking.

Administrative Assistant   *St. Timothy's Church*   Albuquerque, NM 2009

- Designed and wrote HTML web pages.
- Edited, designed, and printed brochures, logos, and newsletters with In Design.
- Answered phones, filed documents, and organized event calendars.

Webmaster, Developer,   *Self-Employed*   Albuquerque, NM 2002-present
& Graphic Artist

- Develop and maintain web pages.
- Produce graphic designs using Photoshop.
- Proof, edit, and check all of my client's sites for grammar errors.
- Negotiate prices for specific projects.
- Create and maintain databases.
- Design newsletters, ads, business cards, and brochures.

Client Manager/Web Marketer   *AllNet*   Albuquerque, NM 2008
- Developed and maintained web pages with a focus on SEO.
- Wrote, edited, and tested ads in Google, MSN, and Yahoo to increase clients' profits.
- Produced graphic designs.

Web Designer   *CNM*   Albuquerque, NM 2005
- Designed and wrote HTML and XML web pages.
- Maintained CNM's site through a CMS.
- Edited site for errors.

Engineering Technician   *PB Consult*   Albuquerque, NM 2001-2004
& Administrative Assistant
- Designed and wrote HTML and XML web pages.
- Edited engineering reports and designed proposals.
- Produced unambiguous, succinct, legible technical documents considering client needs and company standards.
- Formatted, printed, and sent finished proposals out to clients.
- Helped PB Consult win million dollar contracts.

Other Experience

Volunteer   *Relay for Life*   Durango, CO   2011
- Updated the Relay For Life website to reflect donations, activites, etc.

Volunteer   *Peace Craft*   Albuquerque, NM   2003
- Organize off-sites at different community events and churches.

Big Sister   *Big Brothers/Big Sisters*   Albuquerque, NM   2002-Present
- Rollerblading, hiking, swimming, etc. with my little sister, Shannah.
- Won Community Based Big Sister of the Year award for 2005.

Student   *Service Learning TVI*   Albuquerque, NM   2003
- Completed the technology plan for a local Albuquerque non-profit.

Volunteer   *Habitat for Humanity*   Albuquerque, NM   2003
- Completed the roof of a house for an underprivileged family.