

Objective

To obtain a position in the web development field which best utilizes my knowledge, skills, experience, and creativity.

Work Experience

Webmaster, University of Houston, College of Technology -
<http://www.tech.uh.edu>

- **August 2001 - Present:**

Duties: Sole designer and creative force behind the University of Houston, College of Technology's web site. Built a web site which served as a resource for students (approx. 1200 full-time enrolled at the College as of Fall 1999), the faculty and administration (approx. 40), the alumni, the relevant educational and occupational fields. Worked to ensure that all code was valid in browsers as low as Netscape 4.x, and that all designs and code met with W3C, ADA, and general practice standards. Supervised and served as project manager for an employee working on relevant information systems projects for the college. Constantly updated and made drastic design changes to the web site. Responsible for maintaining structure and organization of web server. Retrieve and write content for web pages. Design images and logos for use on the web site and within the college.

Projects: Designed and created new front page from scratch. Designed and created a new navigation header which was entirely external. Established a categorized on line scholarship database (first at the University of Houston). Established an on line semester course schedule for the College courses (previously unavailable). Redesigned all department and the Academic Services Center web sites twice. Supervised several ASP projects and one XML project.

Accomplishments: Received a 20% raise within 5 months.

Software Utilized: Macromedia Dreamweaver UltraDev 4, Adobe Photoshop 5.5, Adobe Illustrator 9.0, Ulead PhotolImpact 7.0, Adobe Acrobat 4.0, Macromedia Flash 5.0, Adobe ImageReady 2.0

Example Web Sites: E-CSM (<http://www.tech.uh.edu/hdcs/ecsm>), Technology Alumni Association (<http://www.tech.uh.edu/alumni>), Academic Services Center (<http://www.tech.uh.edu/AcademicServices/>)

- **April 2001 - August 2001:**

Driver, Papa John's Pizza, Houston, TX

Duties: Delivering pizzas, taking phone orders, making pizzas, preparing pizza toppings, handling customer complaints over phone and in-store.

- **October 2000 - June 2001:**

Teaching Assistant, University of Houston, College of Technology

Duties: Supervised computer lab facilities. Ensured integrity and functionality of hardware. Served as helper for students with various software applications.

Education

- **August 1999 - Present:**

Bachelors of Business Administration in Management
Bauer College of Business, University of Houston, Houston, TX
Current Cumulative GPA: 2.8
Anticipated Graduation Date: June 2003
Additional Areas Studied: Chinese, Anthropology

- **August 1997 - August 1999:**

Shanghai American School, Shanghai, China
Received Diploma - July 1999
Received Journalism and Band Awards - 1999

- **February 1996 - June 1997:**

International School of Singapore, Singapore
Received O-Level Certification in Geography and English Writing

Additional Skills _____

- Speak, read, and write Mandarin Chinese
- Windows/PC software and hardware troubleshooting skills
- Excellent people and communication skills

References _____

Available upon request.