Lisa Hall, Web Designer
2267 Primrose Lane #2905, Clearwater, FL 33763
Phone: (727) 742-5830
lmh1111@hotmail.com

RESUME

SUMMARY

I am a very creative and imaginative individual with technical and design skills. I am knowledgeable in many commonly used web languages and development software, and have very strong Project Planning and Presentation skills. I am very quick at learning new technologies and able to take charge of tasks and projects without hesitation and supervision. I adapt well to change and enjoy variety within the work atmosphere, work with many different types of interfaces on the web, and have the ability to organize and efficiently time manage all projects assigned to me, to the satisfaction of clients, team and organization. Currently looking to continue my career progressions as a full time Web/Graphic Designer / Web Developer.

TECHNICAL SKILLS

Proficient in the use of PC and MAC platforms
Business Applications: Microsoft Office Suite 2000, 2003 & XP.
Design/Technical Applications: Macromedia Dreamweaver 8, , Macromedia Flash 8, Adobe PhotoShop CS2, Adobe Illustrator CS2, Adobe ImageReady CS2, Microsoft Publisher, Microsoft PPT and Pages 08.
Extensive knowledge of HTML and CSS

EXPERIENCE

Administrative Assistant, Richard Harris & Associates, Inc., Clearwater, FL **JANUARY 2005 - PRESENT**
Produced maps, graphics, brochures and digital photographs. Maintained company web site. Performed various typing and word processing assignments. Maintained central filing system. Purchased office and copier supplies and continuously monitored vendors to assure competitive pricing. Maintained an up-to-date reference library. Assisted with light accounting. Assist with employees' application process. Managed office documents and proof read for accuracy. Used the MLS, Multiple Listing System, and accessed county tax records for research purposes. Manage and organize documents in storage for easy retrieval.

Office Assistant/Salesperson, The Phone Line, St. Petersburg, FL **JULY 2001 - DECEMBER 2004**
General Customer Service. Responsible for creating customer proposals, scheduling technicians, inventory tracking, purchasing, invoicing and light accounting. Trained customers on phone equipment. Worked with customers to design their personalized voicemail greeting.

Office Manager, TCT Construction, Inc., Clearwater, FL **FEBRUARY 1995 - JULY 2001**
Responsible for all aspects of running the business including but not limited to payroll, accounting, general filing and bookkeeping, personnel, inventory, workers compensation and insurance.

Customer Service Representative, Fortune Savings Bank, Dunedin, FL **JULY 1984 - JULY 1988**
Direct point of contact for customers. Responsible for opening new accounts for customers. Provided information in response to inquiries about products or services.

EDUCATION

Associate in Arts - St. Petersburg College, St. Petersburg, Florida
Web Design Diploma - Art Institute Online, Pittsburgh, PA