

## EXPERIENCE SUMMARY

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I worked as a webmaster for a non-profit organization and then worked as a freelance web designer and as website technical support for my customers. For a year after that, I worked for a Lighting Controls company as the full-time website manager. I am able to work well unsupervised. I'm known for my creativity and innovation in even the most bland of tasks.

## SUMMARY OF QUALIFICATIONS

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- HTML, CSS, JAVASCRIPT, COLDFUSION, IIS MANAGEMENT, ASP, MS-SQL
- MS Word 2003, MS Outlook 2003, MS Excel 2003, MS Access 2003, Adobe Dreamweaver CS3, Adobe Photoshop CS3 and Macromedia Fireworks 8.
- Browser Compatibility work with both Firefox and MS Internet Explorer.
- HTML Newsletter testing with many e-mail clients such as Gmail, Yahoo Mail, MSN Hotmail, and AOL to name a few.
- I can and do work very well remotely by e-mail, instant messenger, or phone.
- I enjoy solving problems and do quite well with troubleshooting web-related errors and browser inconsistencies.
- Proficient with all windows operating systems along with Mac OSX.
- I work very well under pressure and strict targets/deadlines.

## EMPLOYMENT

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January 2007 - Present | Lighting Control & Design Los Angeles, CA  
*Webmaster*

- Managed the company's ASP-based website for 1 year, [lightingcontrols.com](http://lightingcontrols.com). I was responsible for making sure this massive site was properly updated, and maintaining it's large MS-SQL database daily. This website had over 3,000 unique visitors daily so I also worked as a tech support for the website.
- Sent out a weekly "iNews" e-mail to over 50,000 (willing) subscribers, managing and maintaining this massive database through processing all registrations and unsubscribes. I saw the iNews send through every step of the way, since I was personally responsible for converting the content to HTML, inputting the new header image, and creating the configuration file for each send.

August 2006 - January 2007 | Annex Web Design Los Angeles, CA

# MADISON WILLIAMS

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## *Head of Design*

- Heading the design and construction of websites like TBR-Automation.com and TheresaVivanco.com from start to finish.

Sept. 2004 - August 2006 | CCHR Int. Los Angeles, CA

## *Webmaster*

- Led the complete construction of their website from the beginning stages of design concept, to the final stages of content input and debugging. I was responsibly for daily updates to the website for the subsequent year, along with search engine optimization, and technical support for it's users.
- I was also the head of e-mail promotion. I would design e-mail newsletters, recruitment e-mails, and more. These e-mails would then be sent out to thousands of people. I would design and send out at least 3 of these per week for about a year and a half.