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www.metrogirl.com

Wendy C. Darling

Education

University of Massachusetts at Amherst; Amherst, MA
Bachelor of Arts in Journalism: June 1997

Work Experience

Metro Girl

Nov. 1998 – Present

As sole proprietor of a home-based web development and web hosting re-sale business, solely responsible for my clients' web site concepts, designs, graphics, copy, programming, set-up and promotions. See: <http://www.metrogirl.com>.

Atlanta Regional Commission

March – August 2006

Atlanta, GA

As full-time web site coordinator, created and managed multiple web sites for a regional government organization. All web sites were set up and administered using the Red Dot Content Management System, a complex CMS requiring hands-on technical skills and ability to deconstruct static HTML web sites into dynamic, database-driven web sites easily updated by internal teams. Position also included extensive work training internal staff, including leading training sessions and writing tutorials. See: <http://www.atlantaregional.com>.

Georgia Tech Research Institute

Full-time contractor, Matrix Resources Inc., April 2000 – December 2003

Part-time employee, Georgia Institute of Technology, September 2004 – May 2005

Atlanta, GA

Web developer responsible for design, implementation and maintenance of web projects, including an extensive public web site (<http://www.gtri.gatech.edu>), corporate intranet, and work with intranet-based applications. Part of close-knit, project-oriented IT team working to serve technical needs of 1,200-person center for advanced applied engineering research.

Georgia Division of Public Health

Full-time contractor, Cotelligent Inc., June 1997 – March 2000

Atlanta, GA

As web designer, worked with a small team to maintain, improve, plan and expand the GDPH web site, a 2,000+ page, SSI-based information portal considered to be the top state-level public health site in the nation. Position included site maintenance; content development; production of new features and designs; development of graphics; long-term site planning and management.

Software and Skills

Core Software:

Adobe Dreamweaver
Adobe Fireworks
Adobe Acrobat
Adobe InDesign
Adobe Photoshop
Microsoft Office
RedDot CMS

Core Technical:

HTML
Cascading Style Sheets (CSS)
JavaScript
Perl/CGI

Additional Skills:

Search Engine Optimization
Copywriting
Editing & Proofreading
Technical Documentation
Staff Training
Digital Photography