

KELLY DUKE DREWNOWSKI

Richmond, Virginia | Massanutten, Virginia
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WEB DESIGNER / DEVELOPER

SUMMARY

An articulate and motivated professional web designer/developer with more than eleven years of experience as a talented IT professional. Expertise in producing creative GUI designs fused with solid experience developing interactive client sites. Well disciplined with proven ability to work independently through previously telecommuting and working unaccompanied for the last 3, but also thrives on making substantial contributions to an established team.

EDUCATION

James Madison University - Harrisonburg, VA **1996–2000**
Bachelor of Science: Integrated Science & Technology
Concentration: Information Knowledge Management **Sectors:** Manufacturing Engineering, Biotechnology

PROFESSIONAL DEVELOPMENT

Learning Tree International: • Dreamweaver: Robust Web Applications • SharePoint 2007
Productivity Point International: • Total Active Server Pages 2.0 • JavaScript Fundamentals
EEI Training: • Cascading Style Sheets • Macromedia Flash
Tec-Head: • Illustrator 10 Level 1, 2 • Photoshop CS Web Production

COMPUTER SKILLS

ASP	Visual Basic	Photoshop	Adobe Acrobat
SQL	Visual Interdev	Illustrator	Microsoft SharePoint
JavaScript	HTML/ DHTML	Dreamweaver	Windows OS
VB Script	CSS	Flash	Mac Operating Systems

PROFESSIONAL EXPERIENCE

Kelly Duke Designs, LLC - Richmond, VA **2008 – Present**
Web Designer, Developer, Owner

Solely accountable for generating sites from conceptualization to prototype design and site development. Completes standard testing on multiple platforms to ensure cross browser compatibility. Applies Search Engine Optimization techniques to promote higher rankings. Performs frequent maintenance and statistical reviews of sites.

Virginia Farm Bureau Insurance Services - Richmond, VA **2000 – 2008**
Web Developer, Software Developer, Programmer

Responsible for the full life cycle of multiple internal and external websites from requirements gathering and prototype designs through delivery and post rollout support and maintenance. Position required the ability to manage and prioritize multiple projects/tasks at one time. Accomplishments include:

- Created and implemented numerous SQL database driven internal and external web sites.
- Annually responsible for designing and producing 10+ conference sites complete with online registration.
- Designed and developed a graphic intensive site for Virginia Agriculture in the Classroom, a non-profit organization: www.agintheclass.org Responsible for all graphics and site maintenance.
- Extensive experience in technical documentation and project management for small to mid-sized projects.
- Created over 3700 web graphics and images for projects supporting the organization's web presence.
- Increased efficiency by producing 350+ online forms in portable document format to eliminate paper forms.
- Developed Computer Based Training courses and online manuals for use throughout the company.
- Created a 25 week cartoon series to educate employees on corporate policies.
- Designed and developed an online classroom with 4 comprehensive training modules, quizzes and activities.

- Collaborated on multiple web projects as well as routinely maintained and enhanced the company's six external web sites: *www.vfbinsurance.com*, *www.ebca.com*, *www.vfbinsurance.com/vhsl*, *www.savefarms.com/farmlink/fslogin.asp*, *www.vfbinsurance.com/sova*, *www.vtcontest.com*
- Designed and developed *www.insurecrops.com* for the Crop Loss Insurance division.
- Regularly responsible for maintenance, updates and additions to the company Intranet.
- Designed, created and assisted in the production of over 400 security badges for employees.
- Responsible for Intranet Administrator training throughout the VAFB organization.

Massanutten Ski Resort - McGaheysville, VA**1997 – 2011****Patrol Supervisor, Software Developer, Ski Instructor**

Supervised 6 – 10 patrollers per shift along with training duties.

- Created the first software for incident reporting system.
- Designed and developed the original payroll program for the resort's 120 member ski school.
- Ski Patrol ski and toboggan instructor responsible for training annual candidate class.
- Facilitated a continuing education program for up to 60 patrollers.
- Certified as an Outdoor Emergency Care technician.
- Taught ski lessons to all ages and ability levels.
- Prepared weekly lesson plans and participated in learning clinics.

Duke Automotive Corporation - Suffolk, VA**1994 – 1998****Internet Administrator, Business Development Administrator**

Solely responsible for design, development and maintenance of initial website for the 6 line General Motors dealership. Promoted company's sales department, inventory, service facility, parts, and marketing pages as well as special events and promotions at the dealership.

- Produced original company web site.
- Performed daily maintenance of site and various task for business office.
- Assisted in design and implementation of a mobile KIOSK system with Reynolds and Reynolds Corp. for sales department.
- Repaired and maintained KIOSK system daily.
- Created customer files for new network.
- Conducted DMV title and registration work.
- Assisted customers in Parts and Sales departments.
- Delivered new vehicles to customers and participated in dealer exchange of vehicles.

By The Bay Newspaper - Yorktown, VA**1997****Intern**

- Designed and typeset ad layouts.
- Published several cover photos and writing assignments.
- Researched and maintained community event calendar.

PROFESSIONAL ORGANIZATIONS/AFFILIATIONS

Board member of Duke Automotive Corporation.

Member of the National Ski Patrol.

Member of the Professional Ski Instructors of America.

Former member of the Virginia Farm Bureau PRIDE team.

Former member of the Virginia Farm Bureau Emergency Response Team.

Former Executive Committee board member and Web Supervisor for the National Ski Patrol's Southern Division.

REFERENCES

References available upon request.