

## Contact

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## References

**Chenlong He** 

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Former Coworker

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Former Coworker



# Goal

To use my established and growing knowledge and experience in areas of web, graphics and multimedia and further it's growth and application in the professional world.

## **Skills and Experiences Summary**

Nine years experience in Web and Graphic Design for various professional and personal clients such as Paris Salon (http://parissalon.us), Anne Gaines (http://annegaines.com) and Friendship Baptist Church (http://fannersoftheflame.org)

#### Proficiency

Adobe Creative Suite, HTML/CSS/PHP, Wordpress, Joomla, 3DS Max, Print Layout Design, Motion Graphics, Final Cut Pro, Microsoft Office, cPanel/WHM, SEO, Windows, OS X and Linux OS Troubleshooting

## **Related Experience**

Web Content Coordinator, Small Screen Producer | Houston, Texas | November 2012 - April 2013

- Hosting and tech support troubleshooting of various aspects of a client's account prior to launch.
- SEO, Google and Bing analytics and xml site map generation.
- Joomla and Wordpress based site maintenance and web page generation.

Web/Graphic Designer, Friendship Baptist Church | Sugar Land, Texas | April 2007 - Present

- Responsible for website design and maintenance, facebook and twitter accounts.
- Also assisted in creation of video media and audio podcasts.

Layout Designer, The Daily Cougar | Houston, Texas | January - August 2009

- Prepared the daily school newspaper for print by designing the layout in Adobe InDesign
- Front Page teasers were created in Photoshop.

Audio/Visual Assistant, UH Hilton College | Houston, Texas | September 2007 - May 2009

 Set up the audio visual equipment around the Hilton College classrooms, conference rooms, and banquet halls.

Web/Graphics Designer, Trafficware Inc. | Sugar Land, TX | May 2006 - August 2006

- > Designed Trafficware's new website for their upcoming August product line.
- Utilized company assets and logos to assist in creation through Dreamweaver, Photoshop, Illustrator, and Fireworks.

#### Web Designer, Houston Community College | Houston, TX | August 2005 - December 2005

Updated and redesigned the Curriculum Innovation Center website and Finance and Banking website using in-house assets and resources.

# Experience

Billing Internal Support, HostGator LLC | Houston, Texas | January 2010 - Present

- Provides assistance to support technicians and administrators for issues related to billing, domains and hosting.
- Resolves billing issues and, completes order request and invoices.

Guest Services Team Member, Super Target | Missouri City, TX | July 2002 - August 2008

• "Jack Of All Trades" Team Member working as Cashier, Guest Customer Services and Team Leader.

## Education

- University of Houston B.S. in Technology Leadership and Supervision 2009
- Houston Community College A.S. in Multimedia: Video and Animation 2006
- Houston Community College M.S.A. in Web Design 2006
- Houston Community College M.S.A. in Web Development 2006

# **Charity Work, Achievements and Associations**

- Volunteer, Serve Team of the Grace Church of Humble 2012-Present
- Dean's List, Houston Community College 2006
- Outstanding Night Production Artist, The Daily Cougar 2009
- Member, International Graphic Arts Education Association of University of Houston 2009