

PATRICIA A. RORABAUGH
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OBJECTIVE

To secure a temporary position providing website content migration and updates, remote or onsite. Rate:\$75/hr.

WORK EXPERIENCE

1990-Present Freelance Website Design & Desktop Publishing

Website & Internet

Experience, since 2001, in building websites, from concept to “live” site. Ensuring the site compliments a company's existing branding and advertising & marketing program.

- Design html, navigation, CSS and graphics to ensure that sites conform to international standard and are clean and easy to navigate.
- Verify and correct any cross-browser and cross-platform issues (Internet Explorer, Chrome, Firefox, Safari, Opera, etc.)
- Search Engine Optimization SEO.
- Perform routine maintenance and updates to existing websites as needed by clients.
- Provide training on maintenance and update procedures to clients who choose to take charge of their own websites.
- Share the projects and files with a Concurrent Versions System (CVS) server
- Website content migration.
- **Software:** Dreamweaver, Macromedia Flash, Adobe Photoshop, Illustrator, CVS

Print

- Work directly with independent clients, printing companies, and print brokers, on pre-press and final graphic designs
- Design multi-paged direct mail flyers, brochures, posters, invitations, booklets and other promotional material
- Create various logos and advertisements to expand company identity and awareness
- Design email newsletters and company promotional material
- Conceptualize and develop corporate websites and bulk email layouts
- **Software:** Adobe PageMaker, InDesign, Illustrator, Photoshop

2007-2008 Signature Building Maintenance

Campbell, California

Administrative Assistant

- QuickBooks A/P A/R
- Assist with Payroll
- Tracked subcontractor Certificates of Insurance for compliance and expiration dates
- Tracked W-9 Forms and submitted Report of Independent Contractors (DE 542)
- Support superintendents, project managers and manage vendor relationships.
- Create and edit multimedia presentations
- Created advanced MS Excel Spreadsheets.
- Perform general office duties (e.g., filing, photocopying, faxing, answering phones).
- Software: QuickBooks, Microsoft Office Suite, DreamWeaver, Illustrator, Photoshop.

2001-2007 **Morgan Contracting & Properties Group**
Delray Beach, Florida 33483

Administrative Assistant

- QuickBooks A/P A/R - Track & reconcile invoices and job cost reports.
- Prepare, submit and track Building Permits with various jurisdictions
- Prepare standard Legal Forms & Contracts (i.e. FARBAR Real Estate Contracts, AIA Contracts, NOCs, NTOs, Waivers & Releases)
- Support superintendents, project managers and manage vendor relationships.
- Create and edit multimedia presentations.
- Designed & Maintained company website www.MorganContractingGroup.com
- Perform general office duties (e.g., filing, photocopying, faxing, answering phones, purchasing office supplies).
- Software: QuickBooks, Microsoft Office Suite, DreamWeaver, Illustrator, Photoshop.

1999-2001 **i-Titan Communications Networks, Inc.**
Boca Raton, Florida 33486

Special Projects Manager

- Assisted in the development of print and multimedia presentations for executives.
- Designed and developed corporate collateral (marketing materials and reports)
- Conceptualized and developed corporate website
- Managed marketing department

1997-1999 **County of Fresno GSA Central Services**
Fresno, California 93721

Graphic Technician II

- Responsible for maintaining cost effective, in-house graphic art services to the County of Fresno and other governmental agencies.
- Typesetting of forms, brochures, report covers, trade show material, annual reports, stationary, business cards and various other special assignments.
- Coordinated overflow work with contracted service providers.
- Provided customer service to County Departments
- Worked closely with the in-house print shop personnel.
- Maintained extensive file system for the Print Shop.

EDUCATION & CERTIFICATION

- 2005 Obtained a Florida Real Estate Sales Association License
- 2004 Graduate, Blackstone Career Institute, Legal Assistant/Paralegal Program, Emmaus, PA
- 1999 Attended, Fresno Community College, major in Graphic Design, Fresno, CA
- 1984 Graduate with High Honors, Clovis West High School, Fresno, CA

Website Design PORTFOLIO

Portfolio may be viewed at www.TrishasDesignStudio.com.

REFERENCES

Furnished upon request