



rebecca bush

web design

info@acworthwebdesigner.com 404-661-2026

OBJECTIVE

To utilize my education, professional experience, and skills to complete various projects individually or in a team environment. I work in a quick and professional manner to complete the tasks at hand while appropriately prioritizing multiple projects.

WORK EXPERIENCE

Website Designer / Owner

August 2011 - Current

Owner | Rebecca Bush Web Design, Acworth, GA

Website Design and Development Services

Freelance or Contract work in web design. Create new websites and update current websites for various clients.

HTML, CSS, Adobe Dreamweaver, Adobe Photoshop, Templates, Widgets, jQuery Plugins, Zen Cart, Blogs, Social Media, Customer Service, Account Management, Client Relations, Multi-tasking, Oral and Written Communication Skills, Time Management and Organizational Skills, Customer Support and Training

Webmaster

January 2011 - December 2013

Dana Stocks-Douglas | Professional Web Services, Acworth, GA

Website Maintenance Services

Created new web pages and updated current web pages for an existing client. Updated forms, shopping cart, and static pages - all hand coded. Updating of Perl scripts for forms/surveys.

HTML, CSS, SFTP, Adobe Dreamweaver, Adobe Photoshop, Microsoft Office Excel, Shopping Cart, Multi-tasking, Oral and Written Communication Skills, Time Management and Organizational Skills, Detail Oriented

Website Designer / Project Coordinator

May 2012 - May 2013

Tony Rinaldis | The Imaginarium Agency, Acworth, GA

Marketing, Branding, Website Design and Development Services

Coordinate with Graphic Designers and Writers in order to create new websites for various clients.

HTML, CSS, Adobe Dreamweaver, Adobe Photoshop, Templates, Widgets, jQuery Plugins, Social Media, Multi-tasking, Oral and Written Communication Skills, Time Management and Organizational Skills, Project Management, Detail Oriented

Events Planner

November 2008 - June 2010

The Old Mill Restaurant | Acworth, GA

Restaurant/Food Services

Responsible for handling all aspects of planning private events for restaurant. Also worked on other projects for restaurant including advertising, website updating, email blasts, Facebook updates, Loyalty Program maintenance.

Worked with customer and restaurant to coordinate all the details required to ensure each private event ran smoothly and successfully.

Strong Written and Oral Communication Skills, Customer Support and Client Relations, Ability to Multi-task, Microsoft Office Excel, Microsoft Outlook, Microsoft Office Powerpoint, Event Organization, Google Docs, Constant Contact, Managing High Priority Issues, Ability to Work with Team

Media Center Paraprofessional

October 2003 - January 2009

Cobb County School District | Kennesaw, GA

Education

Assistant to the Media Specialist in Elementary School Media Center/Library.

Assisted in the selection and purchase of materials and resources for the library. Worked with Media Specialist in selecting titles, ordering, claiming, receiving, preservation, shelf preparation, circulation, and payment of all library materials. Provided management reports and statistics. Conducted training on equipment and software. Created brochures and flyers for Media Center. Updated Media Center Blog and Newsletter. Worked with volunteers providing guidance and giving instruction/training.

Web writing / blogging, General office equipment, Internet/Typing, Email Newsletters/Marketing, Ability to Multi-task, Written and Oral Communication Skills, Team Support and Training, Organizational Skills, Ability to Prioritize Projects

EDUCATION

Bachelor's Degree, Business Management, Minor in Computer Applications

Geneseo State University (SUNY) | Geneseo, NY

Kennesaw Internet Professional (KIP) Certification

Kennesaw State University | Kennesaw, GA