

# Elisabeth (Lis) Huey

## Media Designer\Web Developer

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## WORK EXPERIENCE

### NOV 2017 – PRESENT

#### Compliance Associate (Web Developer)

*JPMorgan Chase* | Columbus, OH

- Uses HTML, CSS, and Javascript to create and maintain a customized SharePoint Form for a SharePoint List.
- Creates customized Javascript button scripts that performs tasks to help with reporting of data.
- Assists in designing and maintaining customized SharePoint views for Managers and Compliance Officers to allow easier Risk identification.
- Imports seed data into a pre-existing SharePoint List using MS Access.
- Learning Tableau software and skills to better present data to team members and senior leaders.

### JUL 2016 – NOV 2017

#### Communications Associate (Web Developer)

*JPMorgan Chase* | Columbus, OH

- Used HTML, CSS, JQuery, Bootstrap, and REST API to make responsive, accessible, and SEO friendly custom websites on the Sharepoint 2013 Intranet platform firmwide.
- Trained other line of business peers to manage and update their intranet site pages.
- Created custom RSVP, registration, and survey forms for feedback and event planning purposes. Data was stored in Sharepoint lists and could be exported to MS Excel then translated into databases with MS Access.
- Analyzed data using Adobe Analytics, MS Excel, MS Word, and MS PowerPoint. Laid out information in easy-to-read and digestible dashboards for senior leaders.
- Identified large distribution lists, set up custom email templates with Outlook or html, and sent the targeted communications.
- Provided technical support by posting content to the line of business blog and internal mobile application.
- Used Adobe Creative software to best optimize images and other media for the intranet and email communications.

## TECHNICAL SKILLS

**Skill - Percentage =**  
Amount of Knowledge

### Front-End

HTML - 98%  
CSS - 98%  
Bootstrap - 70%  
JavaScript/jQuery - 55%  
XML - 45%

### Back-End

MySQL - 30%  
PHP - 30%  
AJAX - 20%  
Java - 20%

### Design

Photoshop - 98%  
Illustrator - 98%  
Dreamweaver - 90%  
Analytics - 80%  
InDesign - 73%  
Autodesk Maya - 55%  
Tableau - 5%

### Microsoft

Word - 100%  
PowerPoint - 98%  
Excel - 95%  
Visio - 95%  
SharePoint - 85%  
Access - 60%

## **NOV 2008 – JUL 2016**

### **Media Technician**

*Columbus State Community College* | Columbus, OH

- Provided customer service to students and patrons by answering questions or solving software or hardware problems.
- Produced customized signs, graphics, and banners on demand for staff. Designs were displayed prior to events or during events.
- Consulted with customers about audio and video solutions and communicated with Multimedia Media Support Center team members the needs.
- Applied knowledge and usage of multimedia equipment which included using the Adobe Creative Suite for digital production and scanners for translating images or forms digitally to the computer.
- Communicated and set up Multimedia studio space for events by setting up projectors and setting up tables and chairs.

## **MAR 2008 – JUN 2008**

### **Graphic Designer**

*RMD Advertising* | Columbus, OH

- Produced digital and print graphics for the company and clients. Used Adobe products to edit, manipulate, and print images including business cards, workbooks, and "How-To" training guides.
- Helped complete Adobe Flash games for lead developer and made edits to the company website.
- Set up mini photo studio and shot professional photographs of products for brochures and websites.

## **2012 – PRES.**

### **Freelance Web Designer/Artist**

- Designs and creates responsive websites for creatives.
- Traditional and Digital Illustrator who leans towards fantastical semi-realism, anime/manga style, and cartoon.
- Blogs and reviews a wide variety of fiction books on the blog with a strong emphasis on urban fantasy and romance.
- Independent writer who is working towards publishing a novel.

### **Social Media**

Twitter - 100%  
Blogger - 98%  
Facebook - 95%  
Instagram - 95%  
Tumblr - 95%

### **HOBBIES**

(in no particular order)

Reading  
Writing  
Drawing  
Watercolor Painting  
Swimming  
Food  
Dogs  
Travel

## **E D U C A T I O N**

### **B.S. in Web Development**

*Magna Cum Laude*

Franklin University | 2011  
Columbus, OH

### **A.A.S. in Interactive Media**

*Summa Cum Laude*

Columbus State Community College | 2008  
Columbus, OH