

Leah Lueck

2623 5th Ave. Stevens Point, WI 54481
cell: 262-203-2797 llwebdesigner@yahoo.com

Objective

Seeking to obtain a web design position

Software Experience

Adobe Products | Microsoft Products | Wordpress | Joomla! | Intuit SiteBuilder | SharePoint | Microsoft Expression Web | WinPrism | SharePoint Designer | FlatterPages | HTML | CSS

Education

Milwaukee Area Technical College, Milwaukee Wisconsin, Associates Degree *e-Business*: December 2012

UW Stevens Point, Stevens Point Wisconsin, Bachelor of Science *Web and Digital Media Development*:

December 2015

Professional Work Experience

LL Web Designer, www.llwebdesigner.com

Freelance Work

- Create websites, provide input, and maintain websites using WordPress
- Consult with clients for hosting and website maintenance

August 2010-Present

Midwest Communications

Digital Media Designer

- Maintain Kalamazoo, Lansing, Terre Haute and Michigan markets
- Design banners for promotions using Photoshop
- Use HTML and CSS to modify content in FlatterPages

November 2015-Present

University of Wisconsin Stevens Point Geography and Geology Department

Web Development Technician

- Maintain and update 15 web pages for the department that includes a list of all classes offered and faculty information
- Create and edit pages using a content management system, Weebly

October 2015-November 2015

University of Wisconsin Stevens Point Paper Science Foundation

Web Manager

- Maintain, edit, and update web pages to include all major web re-design projects for the department
- Create and edit pages using Microsoft Expression Web

March 2015-November 2015

University of Wisconsin Stevens Point University Centers Administration

Digital Media Coordinator

- Maintain, edit, and update 550 web pages for 19 departments utilizing SharePoint
- Create and edit 50 forms on SharePoint utilizing InfoPath
- Manage social media pages, including planning, scheduling and creating events
- Take and edit photos using Adobe Photoshop, and add photos to departments website

October 2013-November 2015

Wisconsin/Nicaragua Partners of Americas

Web Manager

- Maintain, edit, and update 30+ pages to include current information

May 2013-November 2015

University of Wisconsin Stevens Point University Store and Text Rental

Online Store Coordinator

- Update and managed the content of the University Store online website on a daily basis
- Photographed 300 new merchandise items, edited, loaded new/updated images and text media files in a timely fashion
- Acquired a working knowledge of the Text Rental System, University Store/Text rental websites, and specialty software- WinPrism and SharePoint Designer

May 2015-August 2015

American Global Software

Web Designer

- Maintained pages for 5 companies and improved websites using Joomla

January 2012-May 2013

Additional Experience

Alpine Valley Music Theatre, *Parking Lot Attendant*, Summer 2010-2013

Eagle Springs Lake Management District, *Boat Launch Attendant* Summers 2007-2012

Bone Yard Pub & Grille, *Waitress*, September 2010-October 2010

Retzer Nature Center, *Community Volunteer* Summers 2008-Present

Work/Web Examples

- Assurance Tool and Machining <http://assurancemachining.com/>
- C-Dominski Plumbing Website www.c-dominskiplumbing.com
- Mrs. Rikki's Day Care Website <http://www.mrsrikkis.com/>
- Osmann Lawn and Landscape Management www.osmannlawn.com
- Wisconsin/Nicaragua Partners of Americans www.wisnic.org

Awards

University Leadership Award

April 2015

Geophysical Sciences Community Service Award U.S Geological Survey

December 2012

Phi Theta Kappa Honor Society

November 2011

National Technical Honor Society

May 2011

Most Improved Senior Award

June 2010