

Patricia Roque

Summary of Skills

Website Development and Graphic Design

- Expertise with designing, hand-coding, and maintaining websites
- Proficient in creating graphics optimized for the web
- Knowledge of web standards and usability issues
- Web roles include project manager, developer, content editor, writer, and producer
- Formal education in fine arts

Technical Skills

- Wordpress Theme Developer
- Proficient in Dreamweaver, Fireworks, (X)HTML, CSS, Photoshop, Illustrator, Microsoft Office Suite, PC, Mac, Filemaker 6-8
- Functional knowledge of with PHP, MySQL, ASP, Javascript,, Linux, FreeBSD, Unix, Apache server administration
- Familiarity with Flash & Actionsript

Database Management and Development

- Filemaker developer for Mac and PC platforms; full development cycle from analysis, design, production, testing, implementation, maintenance, and support
- Knowledge of database functionality with web based applications, database concepts and principles

Work Style

- Team player with high degree of self-motivation and initiative
- Strong analytical skills, organized, keen attention to detail with focus on larger vision
- Excellent communicator and team builder
- Customer service orientation

Professional Experience

Creative Path Studio, Freelance Web Design, 2006-Current

Portfolio URL: <http://creativepathstudio.com/portfolio>

Note: Positions held include project manager, developer, content editor, writer, and producer

- Expert web design and development
- Professional domain and host management
- Proficient graphics production and optimization
- Superior web maintenance and support
- Knowledge of web standards and usability issues

Tri Valley Internet, Pleasanton, CA, 2008-2009

Sr. Web Developer

- Develop websites from mockup phase to coding
- Wordpress theme developer
- Web maintenance
- Quality assurance and control
- Web standards compliance

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University of California, Berkeley, 2004-2008

Webmaster, Administrative Analyst / Various Departments

- Visual designer and co-producer of department website re-design; URL: <http://ib.berkeley.edu/>
- Maintained several websites, including writing, editing, producing new content and creating web optimized images and graphics; URLs: <http://ib.berkeley.edu> (current), <http://www.ucmp.berkeley.edu> (past), <http://evodevo.org> (past)
- Conducted study on usability and provided strategies for the re-design of Business Services website; URL: <http://businessservices.berkeley.edu/>
- Provided analytical support of data, produced reports and charts, and maintained key databases
- Reviewed organizational issues under the co-mentorship of the Associate Vice Chancellor; key issues included: effectiveness of processes, best use of resources, enabling of staff, fulfillment of customer needs, and researching computer based systems that enable organizational efficiency and performance
- Develop and maintain Filemaker 6-8 databases to streamline and automate administrative processes
- Provide backup assistance with technical, software, and hardware support

University of California Museum of Paleontology, Berkeley, 2001-2003

Administrative Assistant

Hines Interests Limited, San Francisco, CA, 2000-2001

Executive Assistant

Star York Studio, Santa Fe, NM, 1997-2000

Office Manager

American Women Artists, Santa Fe, NM, 1997-2000

Secretary

Education 2001-2003: San Francisco State Multimedia Studies Program, San Francisco, CA

- Attended extension classes in web and graphic design

1990-1994: Binghamton University, Binghamton, NY

- Bachelor of Arts, Cum Laude, Dual Major in Studio Art and Environmental Studies

References Available upon request.