

Rachel Kay

web developer, designer, illustrator

Website: www.rachelhkay.com

Email: rachel@rachelhkay.com

Phone Number: (832) 741-7789

Work History

October 2015-Present

Awesome Creative Agency

Contractor

Duties: Web development & design.

June 2015-Present

Studio Brand Collective

Contractor

Duties: Web development & design.

April 2014-Present

Web Designer & Developer

Freelance

Duties: Web development & design.

April 2014-September 2014

FuelFX

Contractor

Duties: Web development & design.

June 2012-October 2013

Forward Marketing

Internship

Duties: Build websites utilizing WordPress, teamwork, working on location & remotely.

October 2012-July 2013

Exxon Mobil Contractor

Document Control Specialist

Duties: Records management, data entry, interfiling and sorting, client requests & check-ins, project management & asset enhancement, other duties as required.

May 2008-July 2011

City Office Supply

Printshop Manager

Duties: Typesetting business forms, flyers, brochures, business cards, etc., graphics for Full Color printing, in-house printing, communication, working with outside vendors, customer service, proofing, quoting, ordering supplies, purchase orders, tracking shipments, and inventory.

Computer Skills

Tools:

- Photoshop
- Illustrator
- InDesign
- Dreamweaver
- Premiere Pro
- After Effects

Technologies:

- HTML
- HTML5
- CSS
- CSS3
- WordPress
- JavaScript
- Bootstrap

Summary of Qualifications

Web Development & Design:

- Web Design
- UI Design
- SEO Sensible
- WordPress Customization

3 years Printing Industry:

- Promotions
- Type Setting
- Paper Knowledge
- Print Knowledge

10 years Customer Service:

- Communication
- Problem Solving
- Work Ethic
- Professionalism

Teamwork/Individual:

- Time Management
- Goal Oriented
- Participation
- Flexibility

Typography:

- Design Ethic
- Type Knowledge

Education

The Art Institute of Houston 2010 - 2014

- Bachelor of Fine Arts
Web Design/Interactive Media

Lee College of Baytown 2001 - 2003

- Certification in Desktop Publishing

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Independant Consultant

January 2016

Awesome Creative Agency

Contractor

Project: Siach Yitzchok

Duties: Make changes and updates to the content of the site utilizing skills in HTML, CSS, and Bootstrap. The site was an HTML based website.

Awesome Creative Agency

Contractor

Project: Kosher Bite

Duties: Make changes and updates to the content of the site utilizing skills in HTML, CSS, and Bootstrap. The site was an HTML based website.

February 2016

Studio Brand Collective

Contractor

Project: BuffBurger

Duties: Help complete the build of the site, which was built in WordPress, using the Divi theme.

My main responsibilities were to build the site according to the design layout sent to me by the design team. Utilizing skills in CSS, WordPress, and with the Divi theme.

Studio Brand Collective

Contractor

Project: TRV

Duties: Help complete the build of the main site and the members site, which were built in WordPress. The main build of the site was complete, but there were a few edit requests that needed to be completed.

My main responsibilities were to follow the edit/design requests made by the client while also following the design layout sent to me by the design team.

February - March 2016

Studio Brand Collective

Contractor

Project: SMT

Duties: Help complete the build of the site, which was built in WordPress. The main build of the site was complete, but some edits and updates to content, design, and plugins used were needed in order to complete the site.

My main responsibilities were to follow the design requests made by the client while following the design layout sent to me by the design team.

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Independant Consultant cont'd

February - March 2016

Personal Client

Freelance

Project: Martin Morales Website

Duties: Build website for trucking company utilizing WordPress and chosen theme. Customize and design the site, design a logo, build content, purchase and use imagery.

Skills used were CSS, Illustrator, Photoshop, and Responsive Design and Layout.

March 2016

Studio Brand Collective

Contractor

Project: AMRD

Duties: Help complete the build of the site, which was built in WordPress. The main build of the site was complete, but there were some edits and updates to content and layout made by the client that needed to be completed.

My main responsibilities were to follow the design requests made by the client while also following the design layout sent to me by the design team.

April 2016

Awesome Creative Agency

Contractor

Project: Believe With Us

Duties: Help complete the design and layout of the site, which was built in WordPress using the X theme. Skills utilized were CSS, WordPress, and working with the X theme.

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Educational Experience

WIN2014

IMD311 Usability Testing

Designed & built a responsive website utilizing Twitter Bootstrap to show everything learned in Usability Testing.

Process: Wireframe, design & color scheme, HTML coding, customize CSS to build template for each page, add content, test the website for responsiveness, debug as needed.

SUM2013

IMD230 User Centered Design

Designed & built a mockup website for a personal trainer. Designed to be informative and inviting. It was also used in the follow up course, Usability Testing. The website was used as a testing tool for a focus group & a usability test to learn how to make a website user friendly.

Process: Audience Analysis, design & color scheme, build prototype, debug & launch.

SPRING2013

IMD211 Intro to Authoring

Built a website in WordPress for a non-profit organization, St Timothy's Episcopal Church, which ended up becoming their new website that I continue to update for the church.