

Hannah Jay

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(479) 629-5022

EDUCATION

Professional Certificate in Web Design

Sessions College for Professional Design

Dec. 2014

Overall GPA 3.9/4.00

Bachelor of Science – Equine Administration – Graduated Magna cum Laude

Minor – Equestrian Science and Management Information Systems

William Woods University, Fulton, MO

Dec. 2011

Overall GPA 3.86/4.00

RELATED EXPERIENCE

The Richland Group

Lead Web Developer

Fort Smith, AR

Aug. 2015 – Present

- Code and implement WordPress sites from Photoshop design through HTML/CSS/PHP/Javascript to a custom theme
- Make edits to websites according to the client's specifications
- Customize packaged themes through child theme development
- New account setup via WHM or Plesk: make DNS changes, create email accounts, create MySQL databases, install WordPress, and etc.
- Troubleshoot errors pertaining to code/plugin conflicts or server setup
- Research and learn new methods and trends in web development

Web Content Editor

- Added and edited content to websites via WordPress
- Made minor HTML, CSS, and PHP changes to existing WordPress websites
- Posted engaging content to client social media accounts

Nov. 2014 – July 2015

- Updated WordPress and plugins on existing client websites
- Made all HTML and CSS edits to older client HTML-based websites

4OurElders

Web/Social Media and Information Technology Manager

Fort Smith, AR

Mar. 2012 – Nov. 2012

- Formatted company forms and documents
- Created and maintained social media accounts
- Updated and revised website
- Improved Search Engine Optimization for website
- Increased company presence online

William Woods Work Study Program

Director – Student Website Advancement Team (SWAT)

Fulton, MO

Aug. 2010 – Dec. 2011

- Ran weekly meetings
- Delegated work among SWAT members
- Created websites according to the client's specifications using HTML, CSS, and Photoshop
- Maintained established websites
- Implemented a usability testing study with Morae Usability testing software, tested a group of 8 students on completing various tasks within the William Woods website, analyzed the results, and generated a presentation incorporating graphs and video clips from the study

LEADERSHIP ACTIVITIES AND AWARDS

Award

Recipient of Who's Who Among Students in American Universities & Colleges

March 2012

Member

Omicron Delta Kappa – National Leadership Honor Society

Nov. 2011 - Present

Director

Student Website Advancement Team

Aug. 2011 – Dec. 2011

Co-Vice President

WWU Dressage Club

Aug. 2010 – Dec. 2011

Community Service

Alpha Phi - Cardiac Care and Research

Aug. 2008 – Dec. 2011

Director of Publicity

Alpha Phi Fraternity

Nov. 2008 – Nov. 2010

RELATED SKILLS

- Comfortable with the following applications, languages, and skills:
 - Adobe Photoshop, Acrobat, and Dreamweaver (CS4 and newer)
 - Cyberduck
 - Sublime text editor
 - Sass - a CSS pre-processor, CSS3
 - HTML5, PHP/MySQL, Javascript, JQuery
 - CPanel, WHM, Plesk, PHPMyAdmin
 - Grunt
 - Terminal
 - WordPress (From initial install to minor editing of essential WP files)
 - WordPress custom themes, child themes, and custom post types
 - Divi theme by Elegant Themes
 - WordPress Plugins
 - WooCommerce
 - Advanced Custom Fields Pro
 - BackupBuddy
 - Wordfence Security
 - Gravity Forms
 - GIT, BitBucket, SourceTree
 - LiveReload
 - Responsive design
 - Installing SSL Certificates
 - CPanel, WHM, and Plesk
 - MAMP and Vagrant with Scotchbox testing servers
 - Microsoft Office Suite
 - General knowledge of Apple OS and its applications
- Excellent troubleshooting skills
- Extensive experience with Apple and Windows OS
- Capability of setting up virtual servers and computers
- Experience creating bootable discs
- Savvy in assisting with computer and other technical-related problems
- Professional and mature demeanor
- Quick learner
- Superb research ability when presented with an unfamiliar task to complete