

Liane Chan – portfolio: <http://lccrafted.com> - blog: <http://lianechan.com>

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OBJECTIVE

Web Designer/Developer experienced in content creation seeking a Web Design or Front End Development position.

SKILLS

HTML/XHTML/HTML5, CSS, JavaScript, JQuery, Adobe CS3/CS4/CS5: Photoshop, Dreamweaver, Flash/ActionScript 3, Illustrator, InDesign, Acrobat Pro, Mac OS 7/8/9/X, Final Cut Pro, iMovie, Windows XP/Vista/7, MS Office: Word, Excel, PowerPoint, Access, WordPress, FTP, CPanel X, TeamSite, Confluence, Basecamp. Strong research skills, fast learner, able to manage & prioritize multiple projects.

EXPERIENCE

Hulu, Los Angeles, CA

July 2011 – September 2011

Developer/PR Project Temp

- Collaborated with HR & Recruiting to create a mockup for future job website feature, organized info for interactive photo wall.
- Monitored media coverage, updated contact lists in Cision, produced Weekly Media Coverage reports & charts.
- Moved info from Internal Wiki to Confluence, uploaded & linked files. Prepared web articles for print with InDesign & Snagit

Southern California Gas Company, Los Angeles, CA

March 2011 – June 2011

HTML Developer

- Assisted Web Team in content migration & QA of the website (500+ static pages) for refresh project. Researched/fixed broken links.
- Tested/extracted links from HTML made in Team Site, used Form Builder to generate XML, made content suggestions for Web Editor.

SuperMedia, Los Alamitos, CA

May 2010 – July 2010

Web Designer/Developer

- Created/edited custom and template based websites with HTML, CSS, JavaScript & JQuery, made revisions for customer websites
- Collaborated with Sales & Customer Service to resolve problems and provide custom design quotes for customers.

Flashecom, Fullerton, CA

September 2009 - May 2010

Marketing Content Writer

- Maintained, rebuilt and updated company website (75+ pages) w/new design. Validated & fixed XHTML with W3C code validator.
- Created content for the website, blogs, press releases, & marketing materials for the sales department.
- Worked with customers, designers, programmers, and sales department on ecommerce website designs.

Norwalk Distributors, Anaheim, CA

October 2002 - January 2004

Administrative Analyst

- Provided admin/tech support to Accounting Dept. Analyzed reports of invoices, inventory summary, & customer/vendor activity.
- Ran financial & inventory reports in MS Access, FoxPro & BAMTRAC. Identified wire transfers from international customers.

North Campus Student Center, Los Angeles, CA

January 1998 - October 2001

Customer Service Specialist

- Trained other office staff. Processed invoices; answered phones; placed orders; purchased/picked up office supplies.
- Calculated hours/wages info & inputted punches in KRONOS; arranged work schedules; checked inventory prices.

EDUCATION

Fullerton College

Summer 2008 – Fall 2009

Certificate: **Web Design/Game Design**, GPA: 3.86

Awarded the Joyce Morton Scholarship through the Computer Information Science Department (April 2010)

City College of San Francisco

Coursework: **Multimedia/Broadcast Electronic Media Arts**, GPA: 4.00

Summer 2005 – Fall 2006

University of California, Los Angeles

Fall 1997 – Spring 2002

Bachelor of Arts: **Psychology**, Minor: Classical Civilization, GPA: 3.1