



Diane Penny

Lanham, MD 20706 • (202) 423-1997 • theword232@hotmail.com

OBJECTIVE

My objective is to obtain a position where I can contribute my skills in Web design to help an organization achieve its mission and goals.

EDUCATION

The Art Institute of Pittsburgh, Pittsburgh, PA
Associate of Science – Web Design and Interactive Media, Nov. 2017

The Art Institute of Pittsburgh, Pittsburgh, PA
Diploma – Web Design, December 2015

SKILLS

Project Management	Project Planning	Technical
Competitive Analysis	Architectural Map	Adobe CC
Risk Assessment	Mockup	Brackets
Work Breakdown	Mood Board	Bootstrap
Gantt Chart	Project Proposal	GSAP
Task Allocation	Storyboard	HTML5, CSS3
Budget	Strategy Brief	JavaScript, jQuery
Technical Requirements	Style Guide	PHP, MySQL
Test Plan	Wireframe	WordPress

QUALIFICATIONS

- Exceptional oral and written communication skills, detail oriented, and customer-focused
- Excellent time-management skills, adjusts to changing priorities, and meets deadlines
- A quick learner, problem-solver, and enjoys learning new things

EXPERIENCE

2014 - Present, Web Designer/Freelance

- 2+ years Web design, interactive media, and graphic design
- Front-end Web development, database design, and content mgmt.
- Needs analysis, concept design, and develop marketing strategies
- Create, update, and manage assets on various digital platforms

2012 - 2013, Front Desk Coordinator, The Arc of the District of Columbia, Inc., Washington, DC 20017

- Managed front office, received visitors, and scheduled meetings
- Operated office equipment, and ordered supplies and equipment
- Recruited and on-boarded new staff