

# Trudi E. Nelson

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## Objective

To create exceptional work and to continually learn more in the areas of communications and web development.

## Experience

2008-2010 Self Employed Roseburg, OR

### Web Designer

- Freelance web design work for various clients

2006-2007 Genacom Napa, CA

### Web Designer/Sales Administrator

- Creating and updating graphics, logos, illustrations, and website design templates; building websites
- Entering orders into database, corresponding with clients regarding project status, writing proposals and contracts
- Assisting with project management, quality assurance and office administration

2005 St. Helena Hospital St. Helena, CA

### Registration Associate

- Efficient handling of sensitive information under high pressure circumstances
- Balancing private health information requirements and interpersonal skills to provide excellent customer service
- Training new employees to correctly follow procedure based on extensive amounts of information and in highly varied situations

## Education

2006-2007 Kaplan University Online

- Completed various supplementary IT and Web Development classes

2000-2004 Southern Adventist University Chattanooga, TN

- B.A., Fine Art.
- Minor, Graphic Design

## Skills

- Communication skills
- Organization and time management
- Graphics software and word processing software including but not limited to most Adobe and Microsoft Office products
- (x)Html, CSS, PHP and JavaScript knowledge