Moranda Thomas

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────────────────── **Web Assistant** ──────────────────

SUMMARY OF EXPERTISE

Web Site Development
Planned a business web site, including content, search, and site map
Developed multiple sites using HTML, FrontPage, and other tools
Published, tested, and debugged web site
Created animated effects using Flash, Java, and Shockwave
Proven design sense with demonstrated use of type, color, and animation
Incorporated streaming audio and streaming video into web pages
Created forms and other online tools for customer information, product orders, and billing
Researched, layed out, wrote/edited new sections/features
Monitored home page information, including links, to ensure accuracy
Utilized online security and firewall protection tools

Web Site Design Tools
FrontPage, Dreamweaver, HTML, DHTML, JavaScript, VB Script, Photoshop, Gif Animator, Shockwave, Flash, Macromedia, FTP

EMPLOYMENT HISTORY

Web Developer   Contract, Portland, Oregon (2000-2001)

Lab Assistant   Intel, Portland, Oregon (2000-2001)

Receptionist   Latrell Corporation, Eugene, Oregon (1995-1999)

Office Support   Kelly Services, Salem, Oregon (1994)

PROFESSIONAL TRAINING

Web Site Development Certificate, Portland Community College, will complete June, 2002
Customer Service Seminar, National Training Workshops, 1996
Office Assistant Certification, Trenton Business School, Salem, Oregon, 1994

Online Portfolio: http://www.mopages.com

References Available on Request