

Michelle T. Chin

P.O. Box 2061, Montgomery Village, MD 20886 • michellecthin@mac.com

SUMMARY Over ten years of HTML and Web design experience; exceptional leadership, communication, and teambuilding skills; energetic, creative mindset and pioneering attitude for innovation and change. Portfolio available at <http://www.michellecthin.net>

COMPUTER SKILLS **Languages:** expert knowledge in HTML and CSS, some JavaScript, DHTML, PHP, ActionScript.
Software: Adobe Creative Suite – Acrobat, Bridge, Dreamweaver, Fireworks, Flash, InDesign, Illustrator, Photoshop, Premiere; Microsoft – Office, Visio; Other--BBedit, FTP software, Apple iLife, Sorenson Squeeze, WordPerfect Office. **Systems:** MacOS, Windows, working knowledge of UNIX

EXPERIENCE **Senior Graphic Designer / Quality Assurance Specialist, SI International** April 2003 - present
Currently assigned to the Department of Homeland Security Contract

- Designed and created user interfaces and content graphics for Web-based training (WBT), Web sites, electronic performance support systems (EPSS), and promotional print products
- Served as lead designer on major, highly visible projects including the SI's demonstration center
- Consulted instructional designers on layout concepts, usability, and 508-Compliance
- Tested WBTs, EPSSs, assessments, Web sites, and other digital media products for defects, 508-Compliance, and functionality
- Developed HTML and CSS code for Web site templates
- Coordinating marketing and design efforts for project debuts and rollouts

Multimedia Developer, SI International May 2001 - April 2003
Assigned to the Library of Congress-Congressional Research Service (CRS) Contract

- Redesigned the "HotMap", a pivotal site for Congressional staff, for better usability
- Introduced a new format for instruction manuals
- Enhanced the CRS site to look modern and user-friendly
- Designed the layout for the Search portion of the site
- Consulted and troubleshooted HTML and CSS issues with editors
- Customized maps for Congressional Research Service for reports, hearings, television appearances

Owner, Rude in DC Productions September 2000 - present
Montgomery Village, Maryland

- Managed and mentored a volunteer staff of 15 people
- Organized and promoted local music concerts from start to finish
- Manufactured merchandise for local bands and organizations
- Engineered and set up live sound for concerts
- Maintained dcska.com a Web site devoted to the DC area ska music scene
- Recognized by the *Washingtonian Magazine* as one of the main area ska/reggae promoters
- Managed artists that included the Ready Steady Go!, Coolie Ranx, Pifers
- Served as lead graphic designer for Web sites, promotional material, and merchandise

Junior Web Developer, DeepBridge Content Solutions October 2000 - March 2001
Washington, District of Columbia

- Improved and converted training courses from CD-ROM to Web-based using Authorware
- Designed and developed company marketing materials utilizing Flash
- Optimized and sliced images for Web sites using Photoshop and ImageReady
- Coded HTML pages for accurate appearance and functionality in different browsers
- Assisted others with troubleshooting Flash and HTML projects

Project Coordinator, Synthetic Organic Chemical Manufacturers Association June 1999 - September 2000
Washington, District of Columbia

- Designed and maintained three affiliate associations' Web sites
- Managed the logistics of membership, mailings, conference planning for an affiliate association
- Appointed to serve on the database selection and Web site redesign teams

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EDUCATION

Certificate in Interactive Multimedia

The George Washington University, Washington, District of Columbia, May 2002.

Bachelor of Science Degree in Natural Resources Management, Environmental Education focus

University of Maryland, College Park, Maryland, May 1999.

- President, Stamp Union Program Council, April 1997-May 1999
- Consultant, Peer Leadership Consultants, September 1996-May 1998

ACTIVITIES Outdoor enthusiast, avid bike rider, and accessory designer.

REFERENCES Available upon request.