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Objective:

Obtain a position in a business where my organizational, leadership, customer service, and web/graphic design skills can help make a positive difference and open advancement opportunities.

Summary of Qualifications:

Experienced in Photoshop, Dreamweaver, Illustrator, QuarkXpress and Flash
MOUS certified in Microsoft Excel and Word
Video editing with Final Cut Pro and Adobe Premier
Exceptional multiple tasking skills
Outstanding customer service skills- Nine years experience

Proficient in HTML and CSS coding
Accurate 65 wpm typist
Precise 10-key skills

Education:

January 2005- June 2007
Associate Degree of Applied Business in Graphic Design/Multimedia
Graduated Magna Cum Laude

Virginia Marti College of Art & Design Lakewood, Ohio

January 2003 - December 2004
Associate Degree of Applied Business in Microcomputer Programming/HTML
Completed Associate's Degree while maintaining status on the Dean or President's list

Ohio Business College Lorain, Ohio

Employment:

April 2005 - present
Web Production Manager

Zorebo Interactive, LLC. Cleveland, Ohio

Project management for new and current clients
Responsible for all A/R, A/P, payroll and Business finances
Layout and programming of template based websites
Assist in development of large client sites
Create and update graphics, logo correction, photo corrections
Basic programming using PHP, HTML, CSS and some Javascript
Train clients to use custom built Content Management System
Manage server accounts, domain registration and renewals

April 2003 - July 2005
Director of Personnel- Promoted to Director of Personnel based on excellent performance

Mr. Rooter Plumbing Corp. North Olmsted, Ohio

Perform pre-employment background checks and hire, train and supervise office staff
Process, maintain, and update personnel files
Handle all computer software and hardware maintenance
Correspondent to insurance company, MCO, and BWC
Process OBES claims
Maintain compliance with DOT pipeline drug testing regulations
Renew city registration

Nov 1999- April 2003 .
Customer Service Representative

Answer 12 phone line system and produce accurate service calls
Radio dispatch 28 technicians to appointments
Assist Human Resources Manager with company files
Maintain files for Excavation Dept. of Corp.
Filing, typing, data entry
Multiple tasking