

Wendy C. Darling

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Software

Windows 95 OS

Web Development

Allaire HomeSite 3.0
Netscape Communicator 4.x+
Internet Explorer 4.x+
Adobe Acrobat 3.0
NetCarta WepMapper
SurfReport
WS_FTP
screen capture
image mapping
some CGI, JavaScript

Graphic Design & Desktop Publishing

Adobe Photoshop 5.0
Corel WordPerfect 8.0
Macromedia Fireworks 1.0
Microsoft Word97
Adobe Pagemaker 6.0
Adobe Illustrator 4.1

Productivity & Presentation

GroupWise 4.1a
Miscrosoft Outlook Express
Microsoft PowerPoint97
Harvard Graphics 3.0 & 4.0
Microsoft Excel97
Microsoft Team Manager
Microsoft Project Manager

Skills & Knowledge

Copywriting, proofing and editing
Content development
Training and tutoring
Oral presentations
German
Urban planning

URLs

<http://www.abraxis.com/wdarling>
<http://www.ph.dhr.state.ga.us>
<http://www.youthpride.org>
<http://www.blueprint-midtown.org>

Education

University of Massachusetts, Amherst, MA
Bachelor of Arts in Journalism: June 1997
Minor in German: June 1997
Senior year on exchange at University of Georgia, Athens, GA
Dean's List every semester; 3.89 cumulative GPA

Continuing Education

3-day web development conference, Miller Freeman, Sept. 1998
2-day class on Introduction to Javascript, ProSoft, Jan. 1998
2-day web design conference, Thunder Lizard Productions, Oct. 1997
3-day Photoshop conference, Thunder Lizard Productions, Sept. 1997
3-day class, "Creating Usable Websites," June 1997

Work Experience

Georgia Division of Public Health (*contractor, Cotelligent Inc.*)

<http://www.ph.dhr.state.ga.us>

June 1997 - Present

Atlanta, GA

As web developer, work with a small team to maintain, improve, plan and expand the GDPH web site, a 1500+ page informational web site with online publications and databases. Position includes entire gamut of web development: site maintenance; content development; production of new pages; development of graphics; long-term site planning and management. Position also calls for staff assistance and training of others within the Division as well as occasional presentations.

YouthPride Atlanta (*unpaid volunteer*)

<http://www.youthpride.org>

September 1997 - Present

Atlanta, GA

As volunteer webmaster, maintain, expand, and advertise small web site operated by local non-profit youth group. Carried out structural redesign, added CGI-driven BBS, email forms, listserv. Conduct regular log analysis.

Midtown Alliance (*unpaid volunteer*)

<http://www.blueprint-midtown.org>

April - August 1998

Atlanta, GA

As volunteer web developer for a non-profit community development organization, conceived, designed, and constructed medium-size, information-rich web site from start to finish. Conducted pre-planning discussions, programmed and designed all pages, created graphics, created and edited content, set up several CGI programs, and carried out post-production work.

Entertainment Weekly

June-August 1996

New York, NY

Full-time summer intern. Handled reader mail, maintained databases, transcribed interviews, conducted background research.

References Available Upon Request