

# Eric Nevitt

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## **SUMMARY:**

Dependable and driven, Customer Oriented Web Designer with an extensive background specializing in HTML/CSS Content Writing, Digital Media, Social Media and Content Management Systems such as WordPress and Joomla. Proficient with Adobe Creative Suite. Expert knowledge in managing and designing email marketing. Web Designer in, WordPress and Joomla. This Fall I hope to attend University of Missouri St. Louis to receive my Google and Hoote Suite Certification.

## **SKILLS:**

- Content management Skills (WordPress)
- Image Editing Tools (Photoshop, Illustrator)
- SEO Knowledge
- Website Maintenance
- Google AdWords and PPC
- Problem resolution
- Independent thinker
- Graphic Design
- Self-Starter
- Team Player
- Detail orientated
- Photography skills
- Woo Commerce
- Email Marketing
- Dreamweaver
- Mentoring skills
- Patience
- Website layout design
- JavaScript
- jQuery
- PHP
- Ability to explain technology in everyday terminology

## **EXPERIENCE:**

Anjon Manufacturing 03/21/2017-06/28/2017

- Maintained websites for Anjon Manufacturing and Halfoffponds.com
- Edited product images using Photoshop CC2017
- Designed product box labels
- Developed and implemented user manuals for fountains
- Designed banners for Anjon and Half off ponds websites
- Wrote a seasonal blog on how to take care of water garden for Search Engine Optimization
- Planned a social media campaign for a photo contest
- Took product pictures

Website Content Manager at First Presbyterian Church Decatur, IL 08/2016-present

- Make sure all web pages are up to date and have accurate information
- Update Facebook page with news current events going on at the church

Website Content Manager for Edwardsville Rotary Club Edwardsville, IL 08/2016-present

- Update and maintain website using WordPress

- Meet with director of the Rotary Club and discuss what needs to be done on a monthly basis

Website Content Manager for Community Christ Fellowship Church Ferguson, MO 08/2016-present

- Build layout using Photoshop
- Discuss with the pastor what content needs to go on the website
- Build the website using WordPress and Avada Theme, along with CSS/HTML
- Build Social Media, Organic Search Engine Optimization Presence
- Show church staff how to use and maintain the website

Seafood Clerk at Schnuck's Edwardsville, IL 05/2016-06/2016

- Led in receiving repeat customers and customer referrals
- Made sure all call-in orders were correct
- Recommend products

Web Designer at Infotek (contract) 03/07/2016-03/28/2016

- Built websites using WordPress
- Built Email blasts using Constant Contact
- Wrote content for SEO
- Used Facebook to contact clients about specials

Web Designer at PBS Station in St. Louis, MO (Contract) 08/2015

- Designed websites for the American Education Program
- Used Merlin Content Management System to rebuild Websites

Mom365 Front-End Production Manager (Contract) 10/29/2014-1/29/2015

- Designed email marketing and sprite sheets for the Mom365 website
- Dealt with customer service
- Coded emails such as Gerber, Put me in the story, KinderCare and other international companies using HTML, CSS, email templates and Cheetah Mail

Web design at Impact Directories (Contract) 5/2014-6/2014

- Built one-page sites for small companies using HTML5 and CSS3
- Used Godaddy's ftp to upload all websites
- Used access to maintain a record of clients

Freelance Web Design 02/2009-present

- Designed, Built and Maintained several websites for businesses throughout the St. Louis and Metro St. Louis Area using WordPress and Joomla
- Talked with clients on a daily basis to ensure continued satisfaction
- Wireframe and layout websites

Richland Community College Academic Tutor and Clerical Assistant 2000-2004 and summer 2010

- Created instructional directions for novice users in regard to operations of PCs
- Assisted students with basics of computer operations and basic software usage

Alton Telegraph  
Intern

Summer of 2009

- Filmed news events for the Telegraph's website
- Wrote news story on Gateway Grizzle's play-by-play announcer Joe Pott and blogs using Facebook, Twitter and Myspace
- Posted news stories and photos to the Telegraph's website
- Edited and shot "The Points of Interest" in Alton Illinois highlighting 10 areas of tourism

Southern Illinois University Edwardsville Dining Services Employee

2/2005 to 8/2009

- Redesigned web page for Dining Services with Luminus Content Manager System, Flash CS3, and Photoshop CS3
- Developed interactive website ensuring user friendliness and ease of navigation
- Created fruit and vegetable trays and tended to the salad bar as needed

## Education

Bachelor in Mass Communications

Southern Illinois University Edwardsville - Edwardsville, IL

August 2004 to August 2010

Richland Community College

January 2011-August 2012

Web Development Certificate

- Successfully completed classes in PHP and ASP.Net Built a shopping cart, built a quiz using ASP.net.
- C#, C++, Java, designed several programs including a payroll program and the reprogrammed it in Java, C++ dot.net
- A + Certification stripped and rebuilt computers and build computers from kits including CAD workstations, loaded Windows 7 Operating System, in JavaScript, Visual Basic, basic design skill 201