

Misty N.K. Floyd

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Objective

To obtain a position in web design that utilizes my knowledge and skills.

Education

Heald Business College- Honolulu, Hawaii

- Associate of Applied Science degree in Information Technology with an emphasis on Network Systems Administration
Graduated: July 2005 GPA: 3.44
- Associate of Applied Science degree in Web Design & Administration
Graduated: January 2006 GPA: 3.5

Certifications

- CompTIA – Network +
- CIW – Foundations (Web Associate)

Skills

- Microsoft Word 2003
- Microsoft Excel 2003
- Microsoft Access 2003
- Microsoft Outlook 2003
- Microsoft Publisher 2003
- Macromedia Flash MX
- Macromedia Dreamweaver MX
- HTML, CSS, PHP
- Adobe Photoshop CS2
- Adobe Illustrator CS2
- Windows Server 2003
- Windows XP Professional
- SQL and MySQL Database

Experience

Ekahi Designs- *Graphic Artist (contracted)* Honolulu, Hawaii (January 2006 - December 2006)

- Design custom websites for clients
- Design & develop interactive websites using Macromedia Flash

Brokers Eye Real Estate- *Media Production* Honolulu, Hawaii (October 2005 –November 2005)

- Contracted for production of custom Property Information CDs for Real Estate

Innovative Consulting- *Web Designer / Help Desk* Honolulu, Hawaii (November 2004 – December 2006)

- Design, develop and maintain websites for hotels
- Photographed hotels for websites
- Computer hardware and software support through telephone, email, remote assistance and in person
- Setup and maintain users in Active Directory on Windows 2003 Server and Microsoft Exchange Server
- Configure and maintain new user accounts on IBM AS/400 server
- Construct new computers from parts and install all necessary software

AT&T Hawaii Information Transfer Systems- *Operator* Honolulu, Hawaii (April 2002 – December 2004)

- Transfer phone calls for over-seas soldiers
- Directory assistance for the military
- Processed an average of 1100 calls a day

AT&T Hawaii- *Telemarketer* Honolulu, Hawaii (October 2001- March 2002)

- Cold calling approximately 100 customers a day
- Met and exceeded daily quota of 5% sales success rate