

# Megan Leigh Hamilton

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## SKILLS SUMMARY

3 years experience in web design and development including:

- Coding standards compliant XHTML and CSS for cross-browser support using text-editors
  - Scripting dynamic, database driven pages using PHP, MySQL, and JavaScript in Dreamweaver
  - Interface and interactive multimedia design using Photoshop and Flash CS3
  - Some experience with non-linear video editing and production for DVD or web format using Final Cut Pro or Adobe Premiere
  - Some experience with content management systems including College Publisher, Word Press
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## EXPERIENCE

**Development Intern** – Discovery World, Milwaukee, WI 02/2010 – Present

- Supports Development Director through performing administrative tasks including data-entry, database maintenance, and multi-level organization of donor records

**Freelance Web Designer** – South Milwaukee, WI 08/2009 – 10/2009

- Collaborated with More 2 Gain Productions in the design, development, and search engine optimization of professional web site, [more2gain.com](http://more2gain.com), to showcase videos and promote services
- Prepared and converted videos into FLV format for streaming-video web content, integration into database driven FLV player

**Web Editor** – *MATC Times*, Milwaukee Area Technical College, Milwaukee, WI 03/2009 – 05/2009

- Assisted *MATC Times* staff with timely, accurate updates to school newspaper's online presence using College Publisher content management system
- Provided research, consultation regarding flash-based, interactive news-media technologies for *The Times* web site

**Education Intern/Assistant** – Milwaukee Public Museum, Milwaukee, WI 05/2008 – 07/2008

- Headed initiative to update educational videoconference program websites and listservs to better market MPM programs to national audience
- Assisted Distance Learning Coordinator in identifying resources, research, and content development for two-way interactive videoconference programs
- Performed clerical duties including e-mail and phone correspondence, proofreading, typing, copying, filing, and creation of organizational materials

**Classroom Support/Tutor** – Milwaukee Area Technical College, Milwaukee, WI 10/2006 – 05/2008

- Collaborated with instructors to provide excellent classroom and technical support, individualized and group tutoring to more than 25 students enrolled in web development and e-commerce courses

**Service Clerk** – Walgreens, South Milwaukee, WI 08/1998 – 10/2006

- Demonstrated digital media knowledge by assisting photo customers with product recommendations, problem resolution, order placement and fulfillment
  - Contributed 8 years excellent customer service across sales departments. Worked as a team with management and co-workers in 2006 achievement of Elite Fleet status, ranking store's customer service in chain's top 20%
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## **EDUCATION**

### **Associate in Applied Science – Visual Communication**

Milwaukee Area Technical College, Milwaukee, WI

Graduation: 05/2009

Cumulative GPA: 4.0

### **Bachelor of Science – Psychology**

University of Wisconsin, Milwaukee, WI

Graduation: 12/2002

Cumulative GPA: 3.8

## **HONORS**

- MATC Dean's List – 05/2006 – 05/2009
- Nominated by instructors to receive MATC Lamp of Knowledge Award in Web Design – 05/2009
- Graduated in upper 8% of senior class, Magna cum Laude from UWM – 12/2002