

SUZANNE REED

LAKE RIDGE, VA • 321-544-4995 • sreed@liquidpixelmedia.com
<http://suzanne-reed.com> • <http://www.linkedin.com/in/suzanne-reed>

GRAPHIC & VISUAL DESIGN, WEB DEVELOPMENT & SHAREPOINT ADMINISTRATION

CONCEPT DEVELOPMENT, USER INTERFACE DESIGNS, APPLICATION AUTOMATION

Expertise in developing high-quality websites and graphics to provide a dynamic end-user experience.

Driven and highly skilled web developer, SharePoint and CMS administrator, and graphics designer with extensive experience in designing and developing websites, training modules, creating visual designs, preparing SOPs and graphics for both web and print. Demonstrated expertise in spearheading, managing, and executing key projects. Proven success in optimizing the performance of user-centric and high-impact websites. Adept in leveraging industry best practices to design and develop visually engaging and organized websites. Equipped with an excellent understanding of interface design, e-learning standards, and accessibility guidelines in order to create e-learning modules. Out-of-the-box thinker with strong problem-solving, attention to detail, and analytical skills. Possesses active Department of Defense (DoD) secret security clearance.

Areas of Expertise

Visual & Digital Storytelling • Web Development • Site Maintenance
Web Content Management Systems • E-Learning Modules Design & Development
Digital Photography • Videography • Digital Analytics • SEO Best Practices • Computer Based Training
Intranet Portal Administration • Video & Audio Editing • Interactive Multimedia Design • Strategic Planning
Data Management • Interface Development • Marketing & Publishing • Campaign Administration • Quality Assurance

Technical Proficiencies

HTML/CSS • SharePoint • SharePoint Designer • InfoPath • Dreamweaver
Photoshop • Illustrator • Premiere Pro • InDesign • Acrobat Professional • After Effects • Animate
Microsoft 365 • Microsoft Power Platform • Microsoft Project • Microsoft Visio • SQL • Adobe Creative Suite
Audition • Autodesk 3DS Max / Daz3d Studio • FTP Software • WordPress • CMS Applications • DNN • Contribute
Captivate • Lectora Inspire • Evolution • CSS • Bootstrap • XHTML • XML • ActionScript • JavaScript • jQuery • Web APIs

PROFESSIONAL EXPERIENCE

TSYMMETRY, INC. – Arlington, VA
Web Developer | Web Administrator

2017 – Present

Administers all aspects of installation, customization, update, and maintenance of a public HTML and CMS websites including Global Initiative to Combat Nuclear Terrorism (GICNT), Global Initiative Information Portal (GIIP), and the SharePoint sites (both extranets and intranets). Oversees a DNN-based CMS application portal and customizes webpage content, forms comprehensive image/video galleries, and provides graphic and video editing support, as well as devises forms and surveys. Creates visually appealing sites and marketing material for our U.S. Department of State (DoS) Government clients.

- Provides business analysis support to determine long-term needs, areas of improvement, and new technologies for client websites; adheres to all relevant organizational policies and procedures.
- Develops/maintains a high-quality creative environment, prioritizes multiple projects, manages branding development standards, SOPs, and translates wire-frame storyboards into interactive front-end web development products.
- Bridges gap between users, DoS management, and IT technical teams to communicate system requirements, changes, workflows, and internet/intranet applications maintenance.
- Successfully developed two virtual interactive exercise prototypes for future virtual event activities and numerous marketing materials for major GICNT international events, workshops, and plenary conferences.
- Played a key role in allowing TD/ISN to be ahead of the curve in providing remote/virtual engagement services by spearheading the delivery of the COVID-19 transitioning solutions.
- Supported the GIIP 2.0/GICNT 2.0 upgrade to manage new websites via SharePoint administration infrastructure and quality assurance reviews.
- Executed numerous photoshoots, presentations, full-scope design schedules, user experience design, image/audio/video editing, post-production file organization, email campaigns, and large-scale graphics compression.
- Accomplished objectives for federal client's campaigns, brand development, layout design, and interactive element organization while ensuring adherence with 508 compliance standards and web content accessibility guidelines.

KNOWLEDGE MANAGEMENT, INC. | U.S. MARINE CORPS – Quantico, VA
Graphic Designer | E-Learning Multimedia Specialist

2014 – 2017

Conceptualized visuals based on requirements, illustrated concepts and formulated engaging layouts using Adobe Creative Suite programs. Formulated multimedia UX/UI new templates and designs for clients and overseas service members.

Incorporated emerging instructional methods and technologies into e-learning, as well as created images and graphics that supported and enhanced learning content.

- Increased visual appeal of Computer Based Training (CBT) Courseware modules and CMS delivery systems by integrating graphics, video, audio, and interactive animations.
- Streamlined and rebranded multiple UX/UI eLearning courseware programs and led the SCORM delivery process while translating wire-frame storyboards into interactive front-end web development products, managing layout design, brand development, interactive element organization, as well as led quality assurance reviews, and 508 Compliance.
- Provided quality graphic/video design and instructional development support to U.S. Marine Corps, Training and Education Command, College of Distance Education and Training (CDET), ISDs, and programmers.
- Optimized functionality and user experience by producing user interface designs, interactive prototypes, specifications, layouts, color palettes, and typography.
- Steered operations and development of CBRN, IMVOC High Mobility Multipurpose Wheeled Vehicle, Range Safety, OTG, TAC-P, and Semper Fit Tobacco Cessation Curriculum Coursewares.

Major Projects:

- Chemical, Biological, Radiological, and Nuclear Individual Survival Measures Courseware Curriculum (2016 – 2017)
- Incidental Motor Vehicle Operators Course (IMVOC) High Mobility Multipurpose Wheeled Vehicle (HMMWV) Curriculum Courseware (2016); Range Safety Curriculum Courseware (2016)
- Semper Fit Tobacco Cessation (TOBCES) Curriculum Courseware (2015 – 2016)
- Operational Terms and Graphics (OTG) Curriculum Courseware (2015)
- Tactical Air Control Party (TAC-P) Curriculum Courseware (2014 – 2015)

CARLEY CORPORATION – Orlando, FL

2010 – 2014

Graphic Artist | E-Learning Multimedia Specialist

Used latest graphics technology and software tools for the creation of object-oriented designs and animations on multiple delivery systems, training modules, and real-time simulations. Administered small business projects, devised solutions to improve design capabilities, and adhered to web content accessibility guidelines.

- Developed innovative graphic designs and computer-based training in compliance with military aviation Sharable Content Object Reference Model (SCORM).
- Acquired specialized security clearance and led “Secret” military projects that comprised of simulations, animations, and gaming interactions.
- Devised new collateral for the business development team to generate future print products while producing captivating branding, packaging, identity, and media for military training services.
- Contributed extensively to programmers in developing ActionScript 3.0 interactive templates, graphics, animations, and the SCORM delivery process.

Major Projects:

- (JSF) F-35 Joint Strike Fighter Pilot and Maintenance CBT (2013 – 2014)
- MQ-4C Triton Maintenance CBT (2013)
- E-2D Advanced Hawkeye (AHE) Maintenance CBT (2010 – 2013)

BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS PARKS & REC DEPT. – Viera, FL

2000 – 2010

Special Projects Coordinator | Lead Graphic & Web Designer

Established design guidelines, standards, and best practices for creating great websites. Maintained an up-to-date department media equipment inventory consisting of computers, networks, software, video/presentation equipment, and all key files. Collaborated with cross-functional team to support website and graphics design objectives.

- Drove multiple department websites, graphics design, publications, and marketing projects by creating eye-catching layouts for effective branding; drafted an initial proposal and directed projects from concept to completion.
- Addressed digital content needs and coordinated with the design team for planning innovative visual concepts for department websites and intranet portal home page.
- Translated requirements into compelling multimedia solutions, brochures, magazines, scorecards, park kiosks, T-shirt designs, newspaper ads, and trade show displays by incorporating publications, print, and specialty elements.

CERTIFICATIONS & TRAINING

Microsoft PowerApps Windows 10 Lab (55265), 2021; Microsoft Power Platform Fundamentals (PL-900T00), 2021
 SharePoint 2016 Power End-User/Administration Training Course (55217), 2019
 Certificate of Appreciation from Brevard County School Board, United Space Alliance & Brevard County Mgt.
 Team Leadership and Management Facilitation Training; Brevard County Board of County Commissioners

EDUCATION

PURDUE UNIVERSITY, WEST LAFAYETTE, INDIANA

Bachelor of Science in Information Technology and Programming, Graduated Summa Cum Laude, 2011

EASTERN FLORIDA STATE COLLEGE, MELBOURNE, FLORIDA

Associate of Science in Digital Media Design Technology, Graduated Summa Cum Laude, 2008