

Sharon A. Rieger

144 Warsaw Street, Fairfield, CT 06825 | Telephone: (203) 366-6943 | Cell: (203) 383-0399
Email: sharonrieger@optonline.net | **Online portfolio: www.sharonrieger.com**

OBJECTIVE

I am a creative and technically savvy designer seeking a position to utilize my design and XHTML/CSS development skills. My formal education in Graphic Design and my professional experience in various businesses have equipped me with the ability to deliver high quality performance as a team member or when working independently.

SUMMARY OF QUALIFICATIONS

- Five years experience in Graphic and Web design
- Strong CSS and HTML/XHTML development skills
- More than ten years experience in service and support

TECHNICAL SKILLS

XHTML

DreamWeaver8

Illustrator

HTML

Photoshop

FlashMX

CSS

InDesign

Microsoft Office

PROFESSIONAL EXPERIENCE

Freelance Web & Graphic Design | PC Support & Instruction

All Precious Pets, Fairfield, CT, 8/07 – 10/07

www.allpreciouspets.com

- Designed and developed XHTML/CSS website using web and accessibility standards
- Designed logo and business card

Cricket's Doggie Delights, Trumbull, CT, 8/07 - present

www.cricketsdoggiedelights.com

- Designed and developed XHTML/CSS website using web and accessibility standards
- Designed logo and business card
- Responsible for selecting photos that would communicate company brand
- Consulted with owners to implement marketing strategies to increase website traffic
- Provided PC Technical support

Faith Hope Love & Laughter, Simsbury, CT - 5/04 - 6/08

www.faithandlaughter.com

- Redesigned site from a HTML table layout to a XHTML/CSS layout using web and accessibility standards
- Set up Pay Pal store
- Designed logo and business card
- Edited and implemented Windows movie and audio files
- Provided PC technical support
- Updated site on a weekly basis
- Responsible for selecting photos to accurately communicate ministry's message

Sharon A. Rieger (continued)

Administrative Assistant (temporary assignment)

Kodak Polychrome Graphic, Norwalk, CT 12/04 - 1/05

- Worked closely with Product Managers in order to create powerful multimedia PowerPoint presentations for Annual Sales Kick-Off Meeting

Questionnaire Implementation Specialist

Greenwich Associates, Greenwich, CT 4/05 - 6/08

- Collected, managed, and implemented deliverables for market research questionnaires
- Successfully met aggressive deadlines through effective project management skills
- Collaborated with several teams during questionnaire process from start to completion
- Advised Managing Directors and core teams of technical capacities and limitations of tablet PC during initial planning phase of questionnaire process
- Extensively tested programmed questionnaires to identify scripting errors
- Proofread for question setup, logic, codes, grammar, spelling, and formatting to ensure delivery of an impeccable questionnaire
- Mentored junior team members during the questionnaire process
- Responsible for technical documentation of proprietary software and best practices

Technical Sales Representative

OLM.net, Web Hosting, Trumbull, CT, 2/02 - 12 /03

- Successfully resolved first-level technical issues resulting in higher customer retention, referrals, and plan upgrades through email and telephone support
- Earned two quarterly awards for highest department sales through superb customer service and the effective communication of product value

Office Manager

Dr. Pamela George DC, Fairfield, CT, 1/98 - 2/02

- Submitted and collected insurance claims
- Managed reception area and appointment book
- Designed pamphlets and company website to promote subsidiary business. These pamphlets were displayed in office and at speaking engagements
- Responsible for product sales and inventory

EDUCATION

Bachelor of Fine Arts, Graphic Design

American InterContinental University, Buckhead, GA, 8/04

GPA: 4.0

VOLUNTEER ACTIVITIES

ESL Instructor

Danbury Hispanic Center, Danbury, CT 9/98 - 12/98

- Taught English as a second language to Hispanic adults

Maya Works, Comalapa, Guatemala, 5/99

- Taught English as a second language to Middle School Mayan girls