

January 24, 2009

Human Resources Department
711 N. 8th Street
Kansas City, KS 66102

Dear Human Resources:

As an experienced IT Professional, with an extensive educational background, I feel confident I have the skills that you seek in a Web Master.

Currently I am pursuing a Bachelor of Science in Interactive Media Design from the Art Institute. I have extensive knowledge of Web site design. Much of my previous work experience has been in the Department of Technical Services as a Web Master. The tools and techniques I have learned from this industry apply directly to the skills that you seek. I possess strong leadership, a positive attitude, and good organizational skills. I am able to motivate, develop, and lead a team of experienced people.

Please contact me at your earliest convenience to organize a phone conference or interview. I look forward to the opportunity of hearing from you.

Thank you for your consideration.

Sincerely,

Nina Betts
Kansas City, KS 66104
913-708-1939

NINA BETTS

Kansas City, KS • 913-708-1939 • email: NENE_99_1999@hotmail.com

SUMMARY OF QUALIFICATIONS

Trained and experienced Webmaster known for technical skill, computer programming, graphic design, and connecting Web sites to the Internet and Intranet. Created full package to maintain the client's standing on the Web.

SKILLS

- Administered Ektron Content Management System, SharePoint 2007, Track It Database
- Authored multimedia in Flash, Macromedia Director
- Developed in Crystal Reports, Dreamweaver, SharePoint Designer, Visual Studio
- Edited video, audio, and images with Adobe Premiere, Audacity, Flash, Freehand, Illustrator, Photoshop, Soundbooth
- Programmed using ASP.NET, CSS, C#, HTML, Visual Basic, , XML

EDUCATION

- Seeking Bachelors in Interactive Media Design, 2009, Art Institute Online Division of Pittsburg, PA
- Associates in Computer Informations Systems, 2004, KCK Community College

ACCOMPLISHMENTS

- 2004 Cum Laude Graduate of KCK Community College
- 2004 Chancellor's List
- 2004 Dean's List
- 2004 Honor Society
- 2004 Who's Who Among America Junior Colleges
- 2003-2004 Member of Phi Theta Kappa

EXPERIENCE

Unified Government of Wyandotte County, Kansas City, Kansas **2004–Present**
Department of Technical Services
Web Master

- Planned, designed, developed, and implemented company Internet Web site
- Administered and assigned user permissions in Ektron Content Management System
- Maintained and updated Intranet and Internet sites
- Designed and developed SharePoint Portal site
- Administered and assigned user permissions Sharepoint 2007 Portal
- Created graphic design for Web sites
- Extracted information from Track It database
- Developed / modified Crystal Reports on several databases for employees to obtain information
- Conducted/setup meetings

UPmarket DESIGN

Nina Betts

upmarketdesign@live.com

913-708-1939