

# David E. Walker, Web Designer

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## Objective:

*Provide customers with professional looking, custom designed websites at affordable rates.*

## Skills and Abilities:

- » *Design websites and print media.*
- » *Instruct others in computer technology.*
- » *Good organizational habits.*
- » *Fluent in English and Spanish.*
- » *Proficient in the use of Macintosh and PC computer platforms.*
- » *Proficient in the use of the following computer applications:*
  - » *Macintosh and PC platforms*
  - » *Microsoft Word, Excell*
  - » *Quark Express, Adobe InDesign*
  - » *Adobe Golive, Macromedia Dreamweaver*
  - » *HTML, PHP*
  - » *Swish*

- TCC sponsored events.*
- » *Edit quarterly newsletter.*
- » *Create brochures for upcoming events.*
- » *Draft press releases.*
- » *Design logos and other artwork for events.*
- » *Draft press releases.*
- » *Design logos and other artwork for events.*
- » *Assist with minor intraoffice computer networking issues.*
- » *Design and send email promotions to constituents.*
- » *Update ACT database.*

## Web designer

*TheoWorks, 2004 - present*

*Designed and continue to manage the following web sites:*

- » *[www.transfiguration.org](http://www.transfiguration.org)*
- » *[www.hornpipe.net](http://www.hornpipe.net)*
- » *[www.bartlebypress.com](http://www.bartlebypress.com)*
- » *[www.txconfchurches.org](http://www.txconfchurches.org)*

## University of Texas at Austin

*Administrative Assistant*

*2001 to 2003*

- » *Created adaptable filing system.*
- » *Assisted in preparing for special events.*
- » *Handled, distributed, and delivered mail on a timely basis.*
- » *Maintained supply room.*
- » *Created voucher documents for payment to express mail service providers.*

## Other work:

- » *Taught High School in El Paso and Dallas ISD from 1985 to 1989.*
- » *Taught mainly elementary school in Austin ISD from 1995 to 2000.*

## Education and certification:

### Bachelor of Arts

*Texas Tech University, 1984*

### Texas Teaching Certificate

*English, Spanish, English as a Second Language  
1985*

### Associate's Degree in Electronic Publishing Technology

*Austin Community College, 2003.*

## Work History:

### Electronic Communications Coordinator

*Texas Conference of Churches  
2005 - present*

- » *Manage and adapt website to current needs*
- » *Design web based electronic registration forms for*