

Stephanie Waszak

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stephwaszak.com

Education

The Art Institute of Philadelphia/transfer to New York

Multimedia & Web Design: 09/03 - 06/05

Associates Degree, Dean's List, Academic Achievement Awards

Ocean County College – Toms River, NJ

Webmasters Certification Program: 2000

Ocean County Vocational Technical School – Toms River, NJ

Commercial Art: 1998-1999

Jackson Memorial High School – Jackson, NJ

General Education with a focus on art and writing: 1993 – 1997

Note: worked on the school paper and yearbook, was published in schools' annual creative writers magazine.

Recent Experience

The Language Workshop/French Language Salon: 12/08 - present

- Web designer, web editing/copywriting, print material production and creation, illustrator, creating and maintaining e-commerce website for Professor Toto products, social media management, graphic and ad design. Also assisting in general office admin duties such as bookkeeping, maintaining schedules, enrollment (both inputting classes and registration for classes and events), filing, monthly bill payments, licensee management (billing, book production, general admin) and budgeting.

Brangenix: 05/09- present

- Coding Webpages from mockups using HTML, CMS, PHP, Wordpress, Magento, Joomla. Banner Design, Content Management, and other assorted projects for multiple clients based on a client's needs. Freelance.

Totus Lingua: 08/13- present

- Built Totus Lingua's website from scratch using WordPress, including enrollment software implementation (from Occasion Enrollment Software to using Sawyer as an enrollment platform), SEO and creation of social media accounts.

SelfBrand: 05/14- present

- Redesign of SelfBrand.com, along with design on 2 additional websites for Catherine Kaputa. Also managed her social media for a while, helped with creating PowerPoint presentations for her speaking presentations, and additional graphic design tasks.

Khashmati & Associates, P.C.: 09/14- present

- Redesign and maintenance of website for Khashmati & Associates, PC. Reporting to Inara Khashmati directly. Logo design. SEO.

The Katzen Report: 02//14- present

- Redesign and migration of website, along with assisting in app creation for Frances Katzen's blog and continued website maintenance.

Please visit my portfolio at stephwaszak.com for a full list of clients and work examples.

Special Skills

- Adobe Creative Suite (Photoshop, Dreamweaver, Flash, InDesign, Illustrator, etc.)
- Microsoft Office (Word, Excel, Outlook, Power Point)
- Wordpress, Magento, Joomla, Volusion, WooCommerce, Shopify
- Aside from listed projects, I have also worked on various freelance projects for small businesses and companies since the year 2000, see portfolio for details.
- Close attention to detail
- Typing speed of 85 - 95 wpm
- Writing experience and general knowledge spanning many topics
- Ability to manage tight deadlines for both myself as a freelancer and a team in a group setting
- Ability to work efficiently in both a group or solo situation
- Great problem-solving skills
- Willingness to learn