

Allison Smith

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(For my protection, the only contact information I will provide online is my e-mail address.)

OBJECTIVE

To seek a position where my web development and artistic design techniques will be utilized.

WORK EXPERIENCE

Bookkeeper, Webmaster, Fill-In Photographer, Ad Designer Jan '03-present

The Clifton Record, Clifton, TX

My duties are weekly updates of website (cliftonrecord.com), mailing lists, payments received, and inputting invoices for advertising. I can type at least 50 wpm and have used the following computer programs: PageMaker, Photoshop, ImageReady, CorelDRAW, Word, MS Works, Powerpoint, Quickbooks, Dreamweaver, Illustrator, AccuZip.

Webmaster, Framers June '07-present

LA Thompson Gallery of Fine Art, Clifton, TX

I designed the website for the gallery (lathompsongallery.com) and I help out occasionally by framing paintings and photographs, cutting glass and mat boards.

Sales Associate Feb '07-August '07

Bed Bath and Beyond, Waco, TX

My tasks were zoning, stock replenishment, helping customers in store and on phone.

Framer Jan '02-Dec '02

StoneWall Collections, Clifton, TX

I framed paintings and photographs, cut glass and mat boards. I also helped customers pick out moulding and colors of mat boards to compliment their artwork.

Concession/Ticket Booth Worker Feb '01-Jan '02

The Cliftex Theatre, Clifton, TX

I helped customers and cleaned up after movies. I also designed the theatre's website (cliftextheatre.com).

EDUCATION

Texas State Technical College Waco, TX

Web Design & Development Majors

I am double majoring in web design and web development and I am in my 3rd out of 6 semesters there. I plan on graduating in December 2008 with two associate degrees.

McLennan Community College Waco, TX

Journalism Major

I was editor-in-chief of MCC student newspaper in Fall 2004 and advertising manager in Spring 2005. I decided to change my major and transferred to TSTC. I attended MCC Fall 2004 through Fall 2005.

Clifton High School

Clifton, TX

2004 Graduate

I was active in band and jazz band, as well as the editor of the yearbook for 2 years.

INTERESTS

Design, computers, typing, layout, technology, web design, organization, painting, music, weather