

| KAREN J. ELLIS-RITTER |

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| RESUME |

| COMPUTER SOFTWARE & PROGRAMMING KNOWLEDGE |

FOCUSED SOFTWARE/CODE (Cross-Platform): Adobe Photoshop (to CS4), Adobe Illustrator (to CS4), Adobe Dreamweaver (to CS3), Adobe Flash CS4 (actionscript is beginner-intermediate), (X)HTML, CSS, XML, Adobe Acrobat Professional (to 9), Adobe ImageReady (to CS2), Microsoft Internet Explorer, Safari, Mozilla Firefox, Netscape Navigator and Netscape Communicator, Opera, XML Pad, Textmate, XScope
SECONDARY SOFTWARE: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook Express, Lotus Notes, Insight, Quark XPress, Microsoft Visio.

| RELATED SKILLS |

Web design, web template design, graphical user interface design/flow, Flash-enhanced design, Flash banner animation, web banner design (including standard IAB and OPA ad units and takeovers/push-downs) and other rich media, site skin design, digital illustration, corporate branding/development, digital image retouching/color correction and enhancement, file optimization, advertising design and promotional materials, bug reporting and troubleshooting, line production, writing technical specification proposals and interface guides.

SECONDARY SKILLS: Operating various audio-mixing consoles, sound design, digital audio editing/manipulation, MIDI, Word Processing, Powerpoint Presentations and other administrative skills.

| EDUCATION |

SCHOOL OF VISUAL ARTS (CE) – New York, NY, 2006 – 2008

Completed Coursework: Intro to Flash (8) and Advanced Flash (8 & CS3), Actionscript 2.0 & 3.0, Adobe Dreamweaver. Image Licensing for Visual Arts

CLARK UNIVERSITY, Computer Career Institute - Cambridge, MA, Class of 2000

Certification in Graphic / Web Design

BERKLEE COLLEGE OF MUSIC - Boston, MA, Class of 1997

Bachelor's Degree in Music Synthesis (Multimedia Production Track)

| FULL-TIME EXPERIENCE |

CBS INTERACTIVE (CBS SPORTS) – <http://www.cbssports.com> - (Fort Lauderdale, FL) Job Title: **Web Designer**

This is a long-term, in-house consulting contract. Job duties: Design and creation of both static and interactive web marketing and e-commerce materials for cbssports.com and offsite on affiliated sites. Creative assets include standard IAB/OPA units and takeover ads, site skins, micro-sites, logo design, website skins, static banners, print materials, etc. Highlights include designing the Super Bowl micro-site and Super Bowl Commercials micro-site, banners and skins for NCAA March Madness on Demand and the Masters Live micro-site. Main software used – Photoshop CS4, Flash CS4 and Illustrator CS4. September 2009-present

HOLLYWOOD.COM - <http://www.hollywood.com> - (Boca Raton, FL) Job Title: **Web Designer**

Job Duties: Graphic design for web-based materials on the site (homepage tiles, house ads, banners, etc) as well as template design for external fan-sites. Production work and design for home page tiles in Adobe PhotoShop and Illustrator. February 2008 – June 2009

ARTSTOR, INC. - <http://www.artstor.org> - (NY, NY) Job Title: **Line Producer II | Hosting Specialist**, Assistant

to Senior Database Administrator. Job Duties: Quality control of digital collections in development (analyzing and comparing xml with original metadata and field mapping content, checking related image data against corresponding metadata rows, making sure images and FPXs load properly), uploading data to free servers, preparing content for collection splash pages in Photoshop and DreamWeaver, managing development and storage inventory, preparing weekly status updates for hosting collections, creating navigational/GUI mockups in Photoshop and DreamWeaver for the development of back-end Hosting Tools, writing technical specification proposals for Hosting Tools, written and phone correspondence with hosting pilot participants.

September 2004 – January 2007

CANANWILL, INC - Premium Lending Company (Philadelphia, PA location) Job Title: **Executive Assistant, Marketing and Operations**, Supporting Sr. V.P. of Operations & V.P. of Marketing Job Duties: Marketing, graphic design for print collateral and marketing materials. Creating PowerPoint presentations, expense reporting, schedule/travel planning, preparing proposals, correspondence management, preparing budget reports, proofreading, word processing, editing, formatting, online researching, ordering and managing promotional items. September 2003 - July 2004

BOWNE OF PHILADELPHIA - International Financial Printing Company (Philadelphia, PA location) Job Title: **Executive Assistant|Concierge** (Supporting the four VPs in the sales department as well as the customer service department) Job Duties: Word processing, formatting, desktop publishing, design/layout of PowerPoint presentations, office inventory management/purchasing, client in-house logging, IPO research (online), receptionist duties, concierge for client in-houses, law book updating, filing, mailing, etc. August 2002 - July 2003

INTELLIGENT DISTANCE LEARNING SYSTEMS (IDL), INC - <http://www.idlsystems.com> (Cambridge, MA) Job Title: **Graphic Designer** Job Duties: GUI Design/implementation for online course materials, Graphic design/layout for web and print materials, corporate/client identity, digital illustration, usability testing for websites, digital illustration, hand illustration, GIF animation, Graphical User Interface Design, graphics editing/file-conversion. September 2000-July 2001

| F R E E L A N C E & C O N S U L T I N G |

JOSHUA RITTER, ACTOR/MODEL/VOICE-OVER ARTIST Boynton Beach, FL - **Web Design, Web Master**, Winter 2010

DESTINATION REWARDS Boca Raton, FL - **Web Design**, Summer-Fall 2009

RE/MAX DIRECT - SHIRLEY ELLIS, REALTOR Boynton Beach, FL - **Web Design**, Summer 2009

ACU-MEDICAL CENTER, INC. Boynton Beach, FL - **Web Design, Web Master**, Winter 2009

AMY LEONARD FILMS NY, NY - **Web Design, Webmaster**, Fall 2009

EK PUZZLES, LLC Royal Palm Beach, FL - **Web Design**, Spring 2008

RAVE WIRELESS NY, NY - **Flash Banner Animation**, Winter-Spring 2008

WIND-UP RECORDS NY, NY (consulting agency - Aquent) **Web Design, Production Artist**, Winter 2008

NO LOVE LOST RECORDS Brooklyn, NY - **Web Design, Web Master**, Fall 2007

SIRIUS SATELLITE RADIO NY, NY (consulting agency - Update Graphics) - **Web Production**, Fall-Winter 2007

EGCS, INC. PA - **Web Design, Web Master**, Winter 2002 - Summer 2009

COMMUNICATIONS COLLABORATIVE Boston, MA (consulting agency) - Job Title: **Graphic Designer**. Clients include Delaware Investments, RE/MAX Direct Realty, Action Karate, Liberty Mutual, etc March 2000 – August 2002

SLANG! MAGAZINE BOSTON, MA - Quarterly northeastern -distributed magazine about urban music, culture and film. (Boston, MA) Job Title(s): **Graphic Designer|Writer|Interviewer** March 1999 - May 2001

| P O R T F O L I O U R L | <http://ellis-ritter.com>