Meghan Sanders

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Education

**Champlain College**

***2009*** B.S. Website Development and Management

**Howard Community College**

***2006*** A.A. Mass Media Design and Production – Web Design

* Member of the Rouse Scholars Honors Program

**Long Reach High School**

***2004*** Technology Magnet Program (College Prep) in Visual Communications

* Member of National Honor Society

Experience

**USNA (Metters / BCMC)**

 **| Annapolis, MD**

Sr. Web Developer ***2010*** – Current

* Worked with a team to redesign the university’s public and intranet sites to a responsive design with an incremental rollout and input from stakeholders (wire framing, usability and industry trend research, adapting pages for mobile, adapting CSS and graphics for backwards compatibility, multi-platform testing, page conversion, adjusting to stakeholder requirements, retraining staff), making it the only responsive site among service academies.
* Created a PHP-based form processing script (validation, emailing, saving to .csv) which was customizable using only HTML and placeholder text.
* Created a Social Media widget using PHP to bring social content into the main site, and a separate widget to bring in google calendar data.
* Redesigned the homepage within the bounds of the interim design to modernize it, and worked with PAO to keep it up to date with fresh content.
* Designed header and footer elements for the interim design.
* Assisted with conversion of the old non-standard website into a standard PHP-based interim design template, then into Cascade Server CMS, and then into a responsive designed template inside of Cascade Server CMS.
* Created two web-based arcade games; one which I did the coding for, and another which I modified open source code and created artwork for.
* Created a script for admissions to let them dynamically route emails to different addresses based on user input and still use our standard mail script.
* Redesigned the Admissions website twice.
* Created page banners, small advertisements, icons, buttons and a variety of other small web graphics.
* Assisted multiple departments in making sure that content appeared and disappeared on time using PHP.
* Trained professors, students and staff members on Frontpage, Sharepoint, WinSCP, Ungerboeck, and Cascade Server CMS, and provided continuing tech support.
* Checked for plagiarism and wrote or re-wrote as needed, 200+ alumni biographies, and found or digitized photos for the 100+ alumni who did not have pictures.
* Created a dynamic timeline of USNA History, and later redesigned it responsively.

**Target**

 **| Columbia MD**

HR Team Member ***2009*** – 2010

* Assist employees with time keeping, benefits, transfers and training.
* General HR office tasks like running payroll, auditing paperwork, writing schedules, answering phone calls, controlling sensitive information, screening applications.

**Champlain College**

 **| Burlington VT**

Office Assistant ***2007*** – 2009

* Made corrections and entered data into the donor database.
* Complete general office tasks like data entry, filing, shredding, copying, researching, and transcribing handwritten documents.
* Decoded email bounce codes, and updated emails in the donor database.

**Freelance**

 **| Elkridge MD**

Web Designer/ Developer ***2006*** – 2008

* Bi-Monthly updates to Howard County Living Magazine website
* Created two websites for a youth sports organization and a simple website for Sanders Consulting Services Inc.

**Howard Community College**

 **| Columbia MD**

Digital Art Lab Aid ***2004*** – 2006

* Assisted students with the use of digital art software and apple hardware.
* Responsible for equipment security and minor maintenance.

**Cotter Advertising**

 **| Ellicott City, MD**

Intern ***2004***

* Researched various topics related to branding and trends and spiral bound findings.
* Assisted in presentation prep, minor editing, corrections, filing, data entry.

Skills

* HTML, CSS (Advanced)
* JavaScript, PHP, Perl, MySQL, Unix/Linux Command Line, SASS (Intermediate)
* Java Velocity, Python, Ruby, XSLT, Bower (Beginner)
* Blogging / Content Management Systems (Cascade Server CMS, Wordpress)
* Vector-based image and layout software (Adobe, Corel and Quark branded products)
* Raster-based image software (Adobe Photoshop, Corel branded products, GIMP and others)
* HTML Editing Suites (Dreamweaver, Notepad++)
* Document Software (MS Office, Open Office and Google Docs)
* Video capturing, editing and optimization (Adobe Premier, Final Cut)
* Basic operation of DSLR cameras and portable TV cameras.