

Barb Manning

Contact

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Education

Davis College (2006-)
(Graphic Design)
Ohio State University
(Graduate School, History)
Valdosta University, BA
(English and History)
University of Toledo
(English and Anthropology)

Profile

Design, develop, and maintain websites for small businesses and non-profits using industry-standard tools such as Dreamweaver and coding. Create dramatic images for newsletters, print ads, brochures, and interactive media using Photoshop, InDesign, Illustrator, Flash, and other tools such as pen, pencil, and charcoal. Develop relational databases using Microsoft Access. Organize a small, annual disability-related trade show event; coordinating over 100 vendor participants at the Toledo Zoo.

Competencies

Strong communication skills; able to communicate across all levels within a business
Excellent organizational, multi-tasking and problem-solving skills
Highly computer literate; proficient at advanced levels on multiple software programs
Highly motivated, reliable, confident and committed to professional standards
Able to take the initiative, formulate plans to solve problems and create new solutions

Software Skills

Adobe Photoshop CS3	Adobe LifeCycle CS3
Adobe Dreamweaver CS3	Microsoft Access 2007
Adobe InDesign CS3	Microsoft PowerPoint 2007
Adobe Flash CS3	Microsoft Expression Web
Adobe Illustrator CS3	CSS, XHTML, HTML, Javascript

Career Experiences

Information Specialist (2006-) Ability Center, Sylvania Ohio

*Process incoming calls from individuals seeking assistance or information on disability-related topics
Maintain community information database of over 4,100 resources*

Publications / Web Coordinator (6/1999-2006) Ability Center, Sylvania Ohio

*Plan, design and edit agency brochures, reports, flyers, newsletters, and other publications.
Develop and maintain the agency's web site*

Development Secretary (02/1994-6/1999) Ability Center, Sylvania Ohio

*Maintained donor database, processed checks and pledges; interacted with volunteers and staff
Generated correspondence and provided clerical support for Development Department*

Awards and Affiliations

President's List (2007-Current)
Third Place, Davis College Art Show 2007
Davis College Graphic Design Student Group