

STACY CLAYTON

Media Designer

EXPERIENCE

- Content Support Analyst** *Law Enforcement Online's* content team needed part-time employees to help convert information sent via e-mail into an appropriate format for their Intranet website, such as XHTML, HTML or PDF. The position required that I handle pressure well because the content must be converted quickly for immediate use and must be Section 508 compliant. I also underwent a FBI background check when applying for the position.
April 2004 - Present
Law Enforcement Online
Baton Rouge, LA
- Information Technology Analyst I** *The LSU Fire Ant Research Team* operates on an annual budget greater than \$600,000 and wanted the website to reflect the impact of the program. I created the layout concept, designed the graphics, and maintained the site. I interact with five different fire ant research groups within two organizations, Cooperative Extension and Academic Research, to coordinate the site's content. I created a site primarily geared toward the public, but also of interest to the scientific and academic community.
August 2001 - Present
LSU AgCenter
Baton Rouge, LA
www.lsu.edu/ants
- The LSU Entomology Website* needed new graphics. I successfully created graphics that meet the approval of each of the faculty members in LSU Entomology. The new site reflects a more outgoing and interactive Entomology program than the previous website.
www.lsu.edu/entomology
- I create and enhance presentations, scientific posters and brochures for the Fire Ant Lab and the Department of Entomology. These media include a poster for Baton Rouge's Bluebonnet Swamp Nature Center, a departmental flyer, an instructional guide explaining FTP to scientific meeting attendees, and graphics and layout for presentations and posters used by LSU employees for scientific and public talks. I also designed the logo and webpage (now offline) for the annual International Red Imported Fire Ant Conference.
- Web Designer** *The Baton Rouge Audubon Society* wanted their website reconstructed with a simple layout and a Flash photo gallery. www.braudubon.org
June 2000 - present
Freelance Webdesign
Baton Rouge, LA
- The Marketing Source* requested two simple sites. After 30 hours of work each, The Marketing Source's website and their client's website were up and running. www.marketingsourcellc.com, www.leavealegacybr.org
- Cumberland House Publishing* in Nashville, TN requested an updated design that would lead the site towards an online store for the future. I completed the redesign under their time and budgets constraints.
www.cumberlandhouse.com
- Contract Consultant** I created and maintained *BellSouth's Central District* (South Louisiana) Intranet Website and *BellSouth's New Orleans' Centers* Intranet Website.
April 1998 - July 2001
Ramsey Enterprises, Inc.
Gonzales, LA
Ramsey Enterprises has had business in all 50 states and needed a way for prospective clients to learn about the company's services. I accomplished this by building the company's initial website. The website has since been re-designed by someone else. www.ramseyent.com

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(continued)

Contract Consultant From January 2001 to July 2001, the BellSouth Service Advocate Center contracted me to answer service orders for Lake Charles and the surrounding communities. Using plats, BellSouth's written records, and databases, I determined what outside facilities should be used. I made judgment calls before orders' were due to find the closest and most readily available facilities to serve customers. I also handled calls from the outside technicians to correct record flaws, fix problems with the assignments on orders, and determine reasons for overdue and incomplete orders.

April 1998 - July 2001
Ramsey Enterprises, Inc.
Gonzales, LA

From April 1998 to December 2000, I worked with BellSouth project managers. Using Microsoft Excel and available BellSouth information, I created spreadsheets used to report BellSouth's cable locations, cross-boxes, and monthly expenses, which are viewed by local area managers. These spreadsheets include linked pages, formula functions, and charts. I also performed data entry daily using BellSouth's databases to reduce the number of hours, approximately 10 hours per week, so that project managers were free to perform other duties.

I received three weeks of training at Northstar University in Birmingham, AL. BellSouth contracted Northstar to do design engineering for their outside plant facilities. At this school, I learned technical terminology used to interpret plats, to draw field notes and understand BellSouth design methods.

Student Worker I helped reorganize the card catalog of scout tickets that represent every well site or natural resource within the state of Louisiana. These tickets were in disarray, and valuable time was often lost trying to locate misplaced tickets. I also filed about 20 geological reports per week by parish.

1996 – 1998
Office of Mineral Resources
Baton Rouge, LA

On-air Announcer I was responsible for answering listeners' phone calls, recording programs for future use, complying with all FCC regulations, and following the set music log during the seven to midnight shift. As an on-air announcer, I had a request and dedication show. Listenership increased for the seven to midnight shift when I took over. I also did voice work for ten commercials.

1995 – 1998
WQCK The Bridge 92.7
Baker, LA

Sales Associate/Seasonal Employee I was responsible for floor activities and helping at least 50-60 customers per day find their travel, health and personal items during the busy Christmas holidays. I retrieved and returned misplaced stock to its appropriate location to keep organization for the customers.

1998 Christmas
Service Merchandise
Baton Rouge, LA

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QUALIFICATIONS & TRAINING

- Completed Training**
- +FrontPage 98 Web Design course, New Horizons, Baton Rouge, LA (February 1999)
 - +Adobe Photoshop 6.0 (6 hours), LSU Computing Services, Baton Rouge, LA (March 2002)
 - +Fast Track to Macromedia Flash MX, Connect Learning, LLC, Houston, TX (November 2002)
 - +Design Techniques with Macromedia Flash MX, Connect Learning, LLC, Houston, TX (March 2003)
 - +Macromedia Flash MX Actionscript, Connect Learning, LLC, Houston, TX (March 2003)
 - +Macromedia Flash MX: Advanced Actionscript for Applications, Connect Learning, LLC, Houston, TX (August 2003)
- Platforms**
- +Windows 98/2000/Me/XP
 - +Mac OS 9.2 and X (Jaguar & Panther)
- Software**
- +Macromedia Flash (Versions 5, MX, MX 2004), Fireworks (Versions 2, 4, MX, MX 2004), Dreamweaver (Versions 2, 4, MX, MX 2004), Freehand (Versions 10, MX)
 - +Microsoft Excel, Word, PowerPoint, FrontPage
 - +Adobe PhotoShop (6.0, CS), Illustrator (10, CS), Acrobat (5.0, 6.0)
- Web**
- Knowledgeable: HTML, XHTML, FTP
Familiar: JavaScript, ActionScript (Flash), CSS

Certification

October 24, 2003



macromedia®
FLASH™ MX
DESIGNER

EDUCATION

Louisiana State University
1996 - 2000
Baton Rouge, LA

BA in Mass Communication with an emphasis in advertising
Business Administration Minor
+3.674 GPA
+Received Telly Award in December 2002 for Louisiana Department of Labor advertising campaign
+ Examples of job related classes: Visual Communication, Advertising Design, Advertising Media Analysis and Planning, and Advertising Campaigns

REFERENCES

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