

Wendy Williams

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OBJECTIVE: To obtain a job in design in the high-tech/IT industry, and to learn from professionals in the field of design and technology.

EDUCATION: B.A., Urban Studies and Planning Major and Interdisciplinary Computing and the Arts Minor,
June 2005 University of California, San Diego

PROJECTS & PORTFOLIO: <http://w-williams.com/projects.php>

COURSES & SKILLS

- Basic Programming in Java
- Programming in Visual Basic
- HTML/XHTML/CSS
- Unix
- Cold Fusion
- Video Editing
- Open GL
- MySQL
- Dream Weaver 2, 3 & MX
- Director 8.5
- Premier 6
- Web Design
- DVD Design
- Flash 4 (Basic Knowledge)
- Photo Shop 6 & 7 & CS
- Adobe Illustrator
- After Effects
- Adobe Encore DVD
- Macintosh/WindowsXP
- Internet search experience
- Clerical Skills
- Communication Skills
- Bilingual (English/Spanish)

EXPERIENCE

- **Assistant IV, Web Tech, Division of Social Science Computing Facility (SSCF) - UCSD**
La Jolla **Sept. 2004 - Present**
 - Web development; maintain the Division of Social Science webpage, its 9 academic departments and 31 academic unit's websites up to date with current information for its users, students, staff and faculty.
 - Re-vamp the current Division of Social Science website and CILAS website
 - Design and create class and personal web pages for professors.
 - Teach professors and staff html and how to use Dreamweaver, in order to create and add functions to their web pages, answer questions regarding html and other web related programs and functions.
- **Assistant IV, Web Design, Scripps Institution of Oceanography (SIO) - UCSD**
La Jolla **Jan. 2003 - Sept. 2004**
 - Search engine optimization, search engine submission, content management experience (using content management systems), Coldfusion and mySQL. Digital Asset Management using Cumulus.
 - Web development, taking pre-existing designs and converting it to html/css/javascript, creating databases and applications
 - Design new web pages for articles in SIO magazine Explorations
 - Trained and created tutorials for web design programs, such as NextEdit, for other SIO faculty staff use
 - Scanning, digital image manipulation, image optimization for web use and online imagebank database.
 - Use of Quark and InDesign to convert quark files into pdf files.
- **Assistant IV, Cooperative Association for Internet Data Analysis (CAIDA) - San Diego Supercomputer Center - UCSD**
La Jolla **Sep. 2001 - Jan. 2003**
 - Ran updates and checkbots on web tree, fixing broken links from the CAIDA web page
 - Worked with webmaster to create new WebPages, reformatted files in order to put them up on line
 - Help out in setting up workshops, conference calls, travel arrangements, and expenses

- **Summer Engineering Intern, Cal Space Grant Consortium, California Space Institute – UCSD La Jolla, Ca Summer 2000**
 - Director's team member and web development team member
 - Responsible for finding information for the Science Project for kids Interactive website.
 - Created web pages using HTML, Dream Weaver 3, and basics of Flash 4

AWARDS & ACTIVITIES

- **Programming and Corporate Communications Officer of Cal Animage Beta, UCSD's Japanese Animation Club, Summer 2003 – Summer 2005**
 - Program weekly club showings/meetings (decide what will be shown), reserve room for showings, order/run tech equipment during showings, run club meetings and design club membership cards.
 - Update club video library and create DVD's for library and weekly 3-hour showings
 - Act as liaison between the club and companies who support us.
 - Planned and run AnimeFest, UCSD's annual one day Japanese Animation Festival
- **Live Programming at Anime Expo Summer 2005 - Present**
 - At con function, to ensure needed interaction and communication between panelists and AX staff.
 - In charge of Live Programming room, interacting with the Guest of Honor, panelists, Guest Relation Staff, the interpreters, AV Staff, the Moderator and the audience to make sure that panel runs smoothly.
 - Logging event attendance numbers, writing up event reports for possible submission to the newsletters, providing film and photo archives of the panels presented in the room.
- **Programming Operations Department Manager at Anime Expo Summer 2004**
 - At-con function, help run Managers Division and become support for any and all Programming needs.
 - Managed Live Programming Staff, ensured that the staff had the most up to date event request information, ensured panels ran smoothly and provided to all panel needs.
 - Coordinated with moderators for Guest of Honor panels.
 - Managed and coordinated schedule updates, made sure information was passed on to Info Desk, Convention Operations, Newsletter, Programming and Video Rooms, made sure schedule changes made it into the newsletter for attendees.
 - Managed and coordinated the Prize Depot for all donated prizes from industry for the various contest.
- **Assistant to Registration Department Head of Anime Expo, Summer 2000 - 2003**
 - Made sure registration department ran smoothly, created work schedules for all registration staff.
 - Made sure that all computers, printers and equipment where up to date and worked well.
 - Helped registration staff when they needed help with processing attendee registration forms, made sure registration staff had enough supplies and membership badges for attendees.
 - Answer questions from attendees, other department and Guest of Honor
 - Spanish translator for non English speaking attendants
- **Assistant Manager Registration Department at Pacific Media Expo 2004 – Present**
 - Made sure registration department ran smoothly, created work schedules for all registration staff.
 - Review, approve and sign off request from attendees to exchange, trade memberships, approve and return refund request by attendees.
 - Helped registration staff when they needed help with processing attendee registration forms, made sure registration staff had enough supplies and membership badges for attendees.
 - Answer questions from attendees, other department and Guest of Honor
 - Spanish translator for non English speaking attendants
- **Volunteer Work at the UCSD Women's Center, Fall 99 - 2003**
- **Secretary and Member of the Society of Hispanic Professional Engineers, UCSD Chapter, Fall 99 – Spring 2002**
- **Freshman and Sophomore of the year award MESA Engineering Program UCSD, May 2000/2001**
- **Lifetime Member Award, California Scholarship Federation (CSF), June 1999**
- **State Farmer Degree, Future Farmers of America, June 1999**