

Web Design and Development

**DERVIN
MEJIA**

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Portfolio: dervinmejia.com

Skills Summary

Coding Languages:

(X)HTML / HTML5
CSS / CSS3
JavaScript / jQuery

Methodologies:

Web Standards
UI / UX Design
Browser Compatibility
Responsive Web
Graceful Degradation
User Testing
Data Management
E-learning
SEO

Code Editors:

Dreamweaver

CMS:

WordPress

Design Software:

Photoshop
Illustrator
Flash
After Effects

MS Office Software:

Word
Excel
PowerPoint
Outlook
Project

Verbal Languages:

English / Spanish

Education

The Illinois Institute of Art, Chicago, IL 2012
Bachelor of Fine Arts - Web Design & Interactive Media
GPA: 3.9

New York City College of Technology, Brooklyn, NY 1998
Associate of Arts and Science - Art & Advertising Design

Professional Summary

- Problem solving skills with an analytical approach
- Energetic with strong interpersonal skills
- Team player with the ability to make individual contributions
- Multi-tasking and organizational capabilities
- Excellent oral and written communication
- Self starter requiring minimal supervision
- Enthusiastic and motivated to learn

Employment Experience

Argosy University, Chicago, IL 2008 - 2014
Administrative Services Coordinator

- Implemented operational procedures that streamlined response to campus facility issues and special requests
- Served as liaison for vendors, engineers and contractors to provide quick, efficient and cost saving resolutions in favor of university needs
- Enhanced student, faculty and staff orientation with PowerPoint presentations outlining campus operation and safety protocols
- Single handedly structured university mailroom and it's equipment while delivering seamless day to day processing of mail and parcels
- Provided hands on support and customer service to address occupant concerns and necessities throughout campus
- Created professional graphic design of office forms, campus signage and event posters

The Illinois Institute of Art, Chicago, IL 2006 - 2008
Mailroom Coordinator

- Documented procedural and database protocols that increased the training efficiency and lowered learning time for new employees
- Compiled prospective student inquiries and effectively matched their needs with admissions representatives to facilitate their enrolment
- Successfully processed high volume incoming and outgoing mail and parcels while supervising 3-4 student workers to achieve deadlines and special projects
- Operated and maintained school vehicle in the transport of people and materials