

Erin N Blackwell
email: mail@erinblackwell.com

SUMMARY

Twenty years IT experience including Internet Marketing, Web Design, and Project Management for diverse teams involving IT, Web Development, Art, Marketing, Sales, and Management; System Administrator and Database Administrator; web design and development for standard and database driven sites Competencies include:

- Resolution of complex issues
- Process Improvement
- Supervised and mentored development staff
- Management and leadership of projects for multiple business units and diverse teams, technical and non-technical

PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

ADMIN Partners, Cherry Hill, NJ

2011 – present

Freelancer for Web Development

- Designed and developed three new web portals for client access of their retirement plan information
- Designed and developed dynamic portal site for client access of their retirement plan details.
- Created reporting web based system for users to create Department of Labor required fee reports
- Produced front end pages for national web based system for retirement plan comparisons with US Government, National Education Association (NEA), and leading retirement association (ASPPA).
- Coordinated with Sales and Management for online marketing and social networking channels

FRANKLIN MACHINE PRODUCTS, Lumberton, NJ

2004 – 2010

Internet Marketing Associate

- Administered and was Subject Matter Expert for Online Catalog consisting of 18,000 products and 13,000 accounts
- Created process for timely site updates between all departments. Sales increased by 80% and gained an additional 4,000 customer accounts
- Redesigned Shopping Cart navigation resulting in 92% sales increase from the previous year.
- Created an automatic blogging / website system for video, photo, and text updates for trade shows.
- Created two training sites for customers demonstrating ease-of-use for finding products thereby also increasing company sales

SYNYGY, INC., Conshohocken, PA

2001 – 2003

Prototype Developer

- Developed and maintained, with the team, the UI interface for company's web based software.
- Developed a fully interactive prototype for company's software products.
- Project manager between the design team, project analysts, developers, and active clients maintaining scheduling and cost analysis

SLACK, INC., Thorofare, NJ

1997 – 2001

Managing Web Editor

- Supervised web department for a medical publishing company
- Managed multiple, large web development projects for in-house clients as well as external clients for dynamic, multimedia sites
- Designed, maintained and provided training for sites. Completed all projects, meeting or exceeding company time standards
- Coordinated the audio/video capture teams for all multi-media content

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COMPUTER SKILLS

Web Design and Development: HTML, CSS, SEO, JavaScript, Cold Fusion, ASP, SQL, Wordpress, Social Networking, and Graphic Design in Adobe PhotoShop

Administration: AIX, SCO Unix, Oracle, Informix, Microsoft SQL Server, and Microsoft IIS

Software: Microsoft Office, Outlook, Photoshop CSE5, Open Office Suite

EDUCATION

B.S. Business Administration, Computer Science Concentration, NEUMANN UNIVERSITY, Aston, PA, 1986