LAURA ROWAN

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# Skills Summary

I have a strong background in web development, research, and administrative skills. I enjoy working with a variety of people and managing multiple projects.

 **Employment**

***Web Developer Specialist***
Franklin College OIT - University of Georgia | July 2020 – Present | Athens, GA

* Apply new theme to websites and make updates as needed
* Apply new modules to website to improve usability of websites
* Create Drupal support documentation for staff
* Provide technical support for Helpdesk tickets and termination tasks
* Conduct website strategy meetings and make proposed changes to websites

***Practice Manager/Communications Manager***Oglethorpe Animal Clinic | March 2016 – June 2020 | Crawford, GA

* Managed front office staff and lead vet technician and handled day-to-day operations to ensure the clinic ran smoothly
* Trained staff on new computer processes with appointments, food and inventory management
* Designed and updated website, print advertisements and social media campaigns
* Corresponded with clients through email and social media
* Developed and implemented new procedures and protocols in running an essential business during COVID-19

***Web Developer Specialist***
Office of the Dean of Students - University of Georgia | June 2007 – August 2019 | Athens, GA

* Designed and updated websites for the Office of the Dean of Students’ programs
* Created and designed email newsletters for the Dean of Students, the Student Veterans Resource Center and Tate Student Center
* Consulted and provided training for student groups to help improve their web presence
* Conducted training sessions for staff on the use of the new content management system to enable them to update their own websites
* Managed student staff to assist with web updates, video creation and newsletters

***Web Designer***
Athens Web Group | June 2003 - June 2007 | Athens, GA

* Designed and maintained websites for clients
* Maintained budget, invoices and billing for the company

***Medical Librarian/Web Designer***
Randolph Hospital | March 1997 - December 2000 | Asheboro, NC

* Researched medical databases and acquired resource materials for physicians and staff
* Ordered, processed and organized resource materials for the hospital library and departments
* Designed, developed and updated the website for the hospital

***Program Assistant***
Center for Russian and East European Studies - Emory University | August 1994 - January 1997 | Atlanta, GA

* Created and maintained database of over 15,000 educators throughout the state of Georgia to provide library resource materials to them
* Handled all logistics for lectures, the film series and conferences
* Designed and developed web pages for the Center

***Resource Library Coordinator***Carter Center - Emory University | October 1993 - August 1994 | Atlanta, GA

* Trained and supervised thirty volunteers and interns to provide current resource materials for five Carter Center programs
* Performed research and provided appropriate resource materials for the Carter Center programs
* Maintained budget, ordered and processed all new materials

**EDUCATION**

University of Alabama | Tuscaloosa, Alabama
*Bachelor of Arts Degree in Art History, May 1992*

**SKILLS**

Drupal 8, Dreamweaver, ExpressionEngine, WordPress, MailChimp, Adobe Creative Suite, HTML, CSS, Microsoft Word, PowerPoint, Excel, and VTech Platinum

**REFERENCES**

References are available upon request