

MIKE SHELBY

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WEB DESIGNER

Knowledgeable professional with extensive experience in information technology and expertise in web design and content management. Skilled in full lifecycle of systems development; proven capabilities in requirements definition and systems testing, reporting, and maintenance. Additional background in employee supervision, staff training, and sales. Proven track record of reducing costs and completing projects under restrictive deadlines.

Technology Skills

- Microsoft Word 2007
- Microsoft Outlook 2007
- Windows XP Pro/Vista
- CSS
- Flash Pro CS4
- Adobe Illustrator CS3
- Dreamweaver CS4
- HTML
- Camtasia Studio 3
- Adobe Photoshop CS4
- Adobe Acrobat CS4
- Windows Server 2003

Professional Experience

SONOMA COUNTY SHERIFF'S DEPARTMENT, Santa Rosa, CA

2006-Present

Lead Web Designer

Build website from scratch; currently work remotely to update site and modify content. Received 2008 Sonoma County Sheriff's Department Excellence Award.

WEB DESIGNER / OWNER, Cottage Grove, MN

1999-Present

Motoxsports.com

Build websites, manage content, and perform updates. Evaluate code to ensure compatibility with browsers and operating systems. Continuously promote and market site to increase traffic, develop social network, and establish community of members.

Mikeshelby.com

Analyze user needs to determine technical requirements. Identify and resolve problems uncovered by testing and customer feedback.

MID AMERICAN ENERGY, Rock Island, IL

2005

Map Technician

Utilized AutoCAD Lite to update and modify maps. Entered completed work orders in Access database.

BRENNY'S MOTORCYCLE CLINIC, Bettendorf, IA

2004-2005

Sales Associate / Web Designer

Sold new and used motorcycles, including Yamaha, Kawasaki, and Suzuki. Designed and maintained website. Supported computer systems at all locations. Assisted during installation of machines and added/upgraded software; provided support with online orders.

3M, Stillwater, MN

1997-2003

Dimensional Graphics Production Operator / Setup Technician, 1999-2003

Scheduled staff to operate machinery; provided oversight and approved production and co-worker online activities. Supported online production reporting (WOPR) and Dimensional Graphics teams. Informed supervisors of business updates. Ensured timely job shipment and met with leadership to discuss priority projects. Trained new employees on computer programs and updates. Tested software before production rollout.

- Placed orders with suppliers directly rather than through middle-man; **reduced costs by \$6K annually.**
- Worked on Emergency Response Team, 2000-2003. Completed training in CPR, Hazmat, and confined spaces.

Dimensional Graphics Production Operator, 1997-1999

Oversaw production job orders in automotive division for XY and Galvo lasers. Participated on ergonomic training teams and provided instruction for XY laser.

Education

Completed coursework at Santa Rosa Junior College, Santa Rosa, CA. Classes included Networking with A+, Web Design: Dreamweaver 8, Adobe Creative Suite 3, and Spanish.

Completed coursework in Computer Science, Scott Community College, Bettendorf, IA.

Completed coursework in Machine Tool and Design, Wisconsin Indianhead Technical College, New Richmond, WI.