

## *Damien Keith Brown*

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**OBJECTIVE:** To work in a friendly, relaxed and creative environment designing and maintaining websites. To work with colleagues who value collaboration, dialogue and teamwork in pursuit of shared goals and objectives. I am particularly interested in creative challenges that utilize my fine arts background, creativity and experience to create, modify and implement graphics in web design.

### **WORK EXPERIENCE:**

#### **Fidelity Investments (Contract Position)**

11/2005 – Present

245 Summer Street, 7th Floor  
Boston, MA

##### HTML Developer

- Create and/or modify CSS styles to address issues of layout, design, accessibility and cross-browser compatibility. Implement quick HTML/CSS edits/updates to address Quality Assurance issues. Edit and convert images to .gif or .jpg format and insert into web documents. Create and modify HTML/SHTML documents based on corporate design templates and specifications. Modify and update site javascript elements including pop-up notification, email scripts and image effects.

#### **Smart Destinations, Inc. (Contract Position)**

8/2005 – 10/2005

<http://www.smartdestinations.com>  
240 Commercial Street, 3rd Floor  
Boston, MA 02109

##### Web Design and Production

- Modify and create Smart Destinations product pages using Macromedia Dreamweaver MX 2004. Troubleshoot and correct website design and layout problems. Optimize web graphics using Adobe Photoshop CS. Modify and update site javascript elements including pop-up notification, email scripts and image effects. Create sites based on templates and established corporate specifications. Convert, create, update and post press releases and news articles. Documents are created in Microsoft Word and converted to HTML format. Create site map and new site design based on the modification of old site map. Create and optimize logos and banners for product sites.

#### **Freelance Web and Computer Consultant**

1991 - Present

900 Lexington Street B-6  
Waltham, MA 02452

##### Web and Computer Consultant

- Consult with organizations to design and implement their websites. Work with clients to create a conceptual design for their site that reflects the needs and personality of the organization. Inform clients of and implement internet technologies as they conform to the needs of the client. Convert conceptual designs into HTML pages and templates using style sheets, JavaScript and HTML. Scan or create images for the site and convert to web-ready format using Adobe Photoshop and Illustrator. Optimize images and create .gif animations for posting using Adobe ImageReady. Create or edit ad banners in Flash or .gif format according to industry dimensions and file size specifications. Create or edit email newsletter templates in both HTML and text format. Implement edits and changes to sites as necessary using FTP software or a content management system.

**KeySpan Energies (Contract Position)**

6/2003 – 9/2003

52 Second Avenue, 4<sup>th</sup> Floor  
Waltham, MA 02451

Webdesigner – PDF creation and Editing

- Scanned legal documents using Omni-Pro software to create PDF (Portable Document Format) files for posting to the web. Converted Microsoft Word for Windows documents to PDF files using Adobe Acrobat plug-in for Word. Edited and optimized PDF documents using Adobe Acrobat for Windows in preparation for posting to corporate intranet website. Uploaded PDF files to website using proprietary content management system and quality checked files for size, accuracy and cross-browser compatibility.

**New Agora Corporation**

9/96 – 9/2001

955 Massachusetts Avenue, Suite 304  
Cambridge, MA 02139

Webdesigner

- Create and modify images for web documents using Adobe Photoshop, Illustrator and Adobe ImageReady. Convert documents created in a variety of popular word processing and page layout programs to Adobe PDF files (Portable Document Format) using the Adobe Acrobat Distiller. Design webpages using both hand-coded HTML and Dreamweaver utilizing forms, style sheets and JavaScript.

**TECHNICAL SKILLS/PC:**

- Proficiency in Dreamweaver 4.0 – 8.0, Homesite 5.5, Topstyle Pro, Rational Clearcase Content Management System, Flash 4 – 8.0, Adobe ImageReady CS2, MS Office versions through 2003, FileMaker Pro 7, PageMaker 6.5, Excel for Windows, PowerPoint, Adobe Acrobat, Photoshop CS2, Illustrator 9.0, all versions of Windows through Windows XP. Coding knowledge of HTML, DHTML, CSS and JavaScript.

**TECHNICAL SKILLS/MACINTOSH:**

- Proficiency in MS Office versions through 2001, PageMaker through version 6.5, FileMaker Pro 5, Adobe Photoshop 6.0, Adobe Illustrator 8.0.
- Word-processing (50-60 wpm)

**TECHNICAL SKILLS/PC & MACINTOSH:**

- In-depth understanding of and proficiency in HTML/DHTML/CSS, graphics software programs as well as webpage/website design. Experienced in the installation of software and upgrades, modems, hard drives and peripherals, as well as a familiarity with networks such as 10/100 Ethernet and AppleTalk. Experienced in internet installation, setup and maintenance.
- Experience with DOS operating systems through 6.2, Windows versions through XP. Macintosh through System 10.0.

**SKILLS:**

- Ability to teach practical aspects of computer operations to people at all skill levels.
- Ability to create, modify and optimize images using graphic design programs as well as converting, creating and uploading HTML documents.

*References available upon request*