



Michael K. Saunderson
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OBJECTIVE: I am seeking immediate, full-time employment as a Content Management Technician/Front-End Web Developer.

QUALIFICATIONS: I am qualified to work in any industry seeking a Front-End Web Developer and/or CMS Technician with a proven record of stability, and attention to detail.

WORK HISTORY: February 2001 – Present
CMS Specialist
Blueprint Furniture Los Angeles, CA

- Maintain showroom blog
- E-commerce site maintenance
- Design and export email sale promos
- Generate inventory and sale reports
- Data-entry
- Create Newsletters
- Update social media venues
- Expedite purchase orders

January 1997 – 2001
Administrative Assistant
LBUSD Long Beach, CA

- Customer Service
- Managed files
- Set vacation leaves
- Maintained a leave log
- Orientation for new employees
- Maintained staff office calendar
- Coordinated support personnel
- Arranged office equipment repairs

EDUCATION: **BS Web Design & Interactive Media** Art Institute of California–LA 2012
AA Business Administration El Camino College 1997

SKILLS: HTML, CSS, JavaScript, PHP, Wordpress, Magento, MS Office, MySQL, Adobe CS6, ActionScript, Easy Chair Gallery, Profit Systems

ACHIEVEMENTS: I created a digital record keeping system for my current employer. This was implemented for security and easy accessibility of client records. I scanned printed records dating back to 1988, formatted records in Excel, then uploaded to Easy Chair Gallery for instant access. By converting client records from print to digital, expediting refunds, returns, and tracking store credits are performed more efficiently.