

ELIZABETH LANG

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PROFILE

A trained Web Designer and Web Master. Prior experience in Project Management and Customer Relations. Capable of learning software quickly and understand the importance of completing projects on time. Strong computer applications, creativity, marketing and customer relations skills.

COMPUTER SOFTWARE

- Adobe Creative Suite: Photoshop, Dreamweaver, Illustrator, and Acrobat Pro.
- HTML, CSS, PHP, Action Script, Search Engine Optimization and Web Server Administration.
- Content Management System: Kentico.
- Microsoft Office: Word, PowerPoint, Excel, and Outlook.

PROFESSIONAL EXPERIENCE

Web Design and Maintenance

- Design appealing and functional websites with navigation that is easy to use and designs that grab attention.
- Customize responsive design websites for compatibility on desktop, tablet and phone.
- Experience in converting Photoshop designs to HTML and develop functionality.
- Maintain client websites, add content, and create graphics.
- Search Engine Submission, Search Engine Optimization, Web Analytics, Cross Browser Testing, Website Validation, Social Networking, and Email Marketing Integration.

Project Management

- Supervised project life cycle to meet client deadlines.
- Liaison with clients, translators, and project management team to ensure quality product.
- Juggled multiple tasks and successfully demonstrated flexibility in a detail-oriented industry.
- Ability to prioritize workflow to complete assignments on time.
- Five years experience as a Project Manager in the localization and translation service provider industry.

Customer Service and Problem Solving

- Exceeded guest expectations by ensuring 5-star quality level was maintained onboard while sailing the Yangtze River in China.
- Successfully managed a diverse foreign staff by breaking through cultural barriers and gaining their trust.
- Strong multi-tasking skills and ability to think on my feet.
- Ability to adapt to any environment especially while living and working overseas in China.

Sales and Marketing

- Maximized revenue opportunities, created planning form, promotions, and advertising material for a major cruise line.
- Achieved or exceeded sales revenue per established targets consistent with company goals.
- Focused on developing new business and increasing services with existing accounts.
- College recruitment, trade show exhibitor, and marketing presentations.

EMPLOYMENT

Web Developer , <i>Weblications</i> - Princeton, NJ	October 2010 - Present
Web Designer, freelance , <i>lizmegill.com</i> - Jackson, NJ	June 2010 - Present
Cruise Director , <i>Victoria Cruises</i> - Chongqing, China	2005 - 2009
Project Manager, Translations , <i>Merrill Corporation</i> - New York, NY	2002 - 2004
Project Coordinator , <i>Bowne & Co. /Bowne Translation Services</i> - New York, NY	2001
Account Executive , <i>The LanguageWorks</i> - New York, NY	1999 - 2001

EDUCATION

Web Master Certificate , Ocean County College, Toms River, NJ	Winter 2010
Web Design Specialist Certificate , Ocean County College, Toms River, NJ	Spring 2010
Dickinson College, Carlisle, PA	1999
Bachelor of Arts Degree in German and Dramatic Arts	