

David J. Elliott

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EXPERIENCE

Rapids Computer Solutions

Grand Rapids, MI

Creative Director - 4/1/08 - 11/6/08

Responsible for branding client through website development and print media. Regularly meet one-on-one with clients to discuss ideas and to give updates of progress. Additionally, position includes managing support employee(s).

Emergency Vehicle Services, Inc.

Greenville, MI

Office Assistant/Multimedia Designer - 7/21/04 - Present

Responsible for data entry, filing, answering phones, website development and maintenance, ad design, shipping/receiving, internet sales, in-store sales, invoicing, purchasing, mail pickup/drop off, and many other office related duties.

Grand Rapids Community College

Grand Rapids, MI

Administrative Assistant - 1/1/04 - 05/1/04

Worked directly for GRCC Faculty President, Frederick C van Hartesveldt III., temporary work-study position included the duty of filing thousands of faculty related paperwork from the last 35 years over the course of several semesters. Required confidentiality agreement.

EDUCATION

Grand Rapids Community College

Grand Rapids, MI 2003-2005

✓ Multimedia Technologies Emphasis

Sparta High School

Sparta, MI 1999-2003

✓ District Site Webmaster (02-03)

✓ Internet Applications

✓ Intro to Visual Basic

✓ Art I - Art IV

TECHNICAL SKILLS

Adobe > Photoshop, Dreamweaver

Sage Software > Business Works

Microsoft > Word, Excel, PowerPoint, Access

Languages > HTML, XHTML, CSS, PHP

PORTFOLIO

The Law Office of Jeffrey D. Mapes, PLC > www.mapes-law.com

The Village of Sparta > www.spartami.org

Sparta Area Schools > www.spartaschools.org

Fritz Wahlfield Construction Company > www.wahlfieldconstruction.com

Clay's Ride-a-thon > www.claysrideathon.org

Emergency Vehicle Services, Inc. > www.evsinc.org

Mid Michigan Eats! > www.midmichiganeats.com