

## HIGHLIGHTS

---

- Skills & experience: Excellent analytical, organizational and communication skills; extensive experience in web development, web management, content management, graphic design, social media marketing, writing, editing, and training.
- Software/Languages/Platforms: HTML5, CSS3, Sass, JavaScript, PHP, WordPress, WooCommerce, Squarespace, Weebly, PhotoShop, Keynote, Pages and others.
- Interests: Learning new technologies and applying them to solve problems; making things look great and work better.
- Web portfolio: [brendatalbot.com](http://brendatalbot.com) Professional profile: [linkedin.com/in/brendatalbot](https://www.linkedin.com/in/brendatalbot)

## EMPLOYMENT

---

### **The Fort Group** Web Developer (2016–present)

- Architected and developed responsive WordPress websites for clients of a marketing agency.
- Applied the latest HTML5 and CSS3 techniques to achieve engaging frontend presentations, working from PhotoShop comps to implement pixel-perfect designs.
- Employed advanced custom content types, plugins and functions to create easy-to-use backend editing interfaces for site owners.
- Set up a system for managing and maintaining client websites, including backup and security.

### **The Nonzero Foundation** Webmaster, Bloggingheads.tv & MeaningofLife.tv (2007–2016)

- Trained and managed a team of editors and producers for a video commentary website.
- Coordinated a complete website redesign, including new content management system, new comment forum and video format conversion.
- Created and managed two complex custom websites in WordPress.

### **Freelance web development** (2012–present)

- Created and managed websites for small-business clients, including WordPress sites (complex PHP-heavy development as well as simple theme modifications), eCommerce, and straight HTML5/CSS3 pages.

### **Pearson Education** Technical Specialist (1994–2012, freelance and part-time)

- Processed college textbooks through an XML system in preparation for page makeup.
- Prepared archived texts for author revision using QuarkXPress, Microsoft Word and VBA.

### **Clark Boardman Callaghan** Electronic Publishing Manager (1988–1993)

- Created a desktop-publishing department; purchased and installed a network of Macs and PCs.
- Designed and laid out pages for books, newsletters and other print materials.
- Planned and implemented an SGML database system.

### **PC Etcetera** Training Manager (1987–1988)

- Developed and delivered training courses in word processing, databases and graphics.
- Wrote, edited and produced training manuals for computer courses.

### **Applied Business Technology** Business and Technical Writer (1986–1987)

- Wrote and edited technical manuals and marketing materials for a project-management software program, and provided technical support for customers.

## EDUCATION

---

**New York University** B.A. cum laude in journalism and communications (minors in physics & astronomy)