BRENDA TALBOT   Glen Rock, NJ • 201-357-0003 • bjtalbot1@gmail.com

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   Professional profile: linkedin.com/in/brendatalbot

EMPLOYMENT

New York University   Web Developer   (2017–present; 6-month contract)

- Converted two static PDF clinical-training manuals into responsive websites for NYU's dental school. Worked creatively within the constraints of the university's proprietary web publishing environment based on WordPress and a fixed set of themes and plugins.
- Developed a custom portfolio website for the Teaching and Learning with Technology group, using WordPress, HTML5, CSS3 and JavaScript on an Amazon Lightsail instance.

The Fort Group   Web Developer   (2016–2017)

- 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)