

CHRISTINA M. NEIGHBOR
705 Willow Street Apt. 2B • Lansdale, PA 19446
215.262.8838
christinaneighbor@gmail.com
e-portfolio: www.moonflarestudios.com/christina

Career Development

Hopeworks 'N Camden, Camden, NJ
Web Director

July 2008 to present

- Responsible for designing and deploying all new web clients sites
- Created and priced out all web design, development and hosting services for clients
- Lead a team of seven youth to develop and deploy clients sites
- Responsible for maintaining a hosting account consisting of over two hundred accounts
- Created all graphics and marketing materials for the company, both internal and external
- Created monthly blast e-newsletters for Hopeworks and their clients
- Taught clients to use Adobe Contribute to maintain their own sites
- Responsible for youth development and incorporating youth into all aspects of the business
- Managed an average of twenty sites at one time in various stages of development

United States Liability Insurance Group, Wayne, PA
Graphic and Web Artist

May 2005 to July 2008

- Recreated, implemented and currently maintaining Company intranet site
- Created all blast e-mail graphics and templates sent to the community
- Photographed all new employees as well as Company events
- Designed informational materials regarding benefits offered to the Company for both internal and external purposes to be used as marketing materials in career fairs
- Created t-shirts, flyers, posters and other materials to give out at Company sponsored events
- Found new promotional printers to be cost effective for the Company
- Maintain Company Internet site. Add, create and update new pages to the site also created all response forms to be sent to our customers via e-mail, created multimedia presentations (Flash). Worked closely with developers to make quoting system more aesthetically pleasing
- Created a new logo, stationery, signage and promotional materials for our sister company
- Created graphics and marketing materials for all product lines
- Responsible for branding all marketing material
- Created web pages and blast e-mails sent to all customers
- Helped compile PowerPoint presentations presented to customers
- Created, printed and bound all outgoing presentations

MoonFlare Studios
Co-Founder and Graphic/Web Designer
www.moonflarestudios.com

September 2007 to present

- Started a Windows and web development company
- Created custom websites that meet the needs of users
- Work closely with a web developer for aesthetic purposes
- Website and software tester
- Provide administrative support to customers by sending proposal and other literature
-

Computer Skills

Operating Systems: Windows 2000/XP/Vista, MacOS

Software: Photoshop, Illustrator, QuarkXPress, InDesign, FrontPage, Dreamweaver, Flash, HTML, CSS, Javascript and some PHP

Microsoft Office Specialist Master Certified in Word, Excel, PowerPoint, Outlook, Access

- 18 total certifications completed in Office 2000, XP and 2003

Education

The Art Institute Online, Pittsburgh, PA

*Portfolio and references available upon request