

# Jacqueline Keiser

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## Skills

HTML, CSS, PHP, Java, Drupal, Wordpress, Photoshop, Illustrator, InDesign, Flash, Maya, Word, Powerpoint

## Work Experience

DALLAS, TX OCTOBER 2010 - PRESENT

eWomenNetwork

Web & Graphics Department Manager

- Design, develop, and maintain web sites on eWomenNetwork's own system, Drupal, and Wordpress.
- Develop automated processes for new Wordpress and Drupal sites.
- Assisst in toubleshooting problems on the eWomenNetwork system.
- Design web pages, email publications, and print publications.

ARLINGTON, TX DECEMBER 2006 - OCTOBER 2010

Stanfield Realtors, Inc. - Mike Kimbrough

Administrative Assistant

- Designed promotional materials, including business cards, mailers, and flyers.
- Maintained web site by updating content and creating banners for special promotions.
- Performed administrative duties, including data entry and answering phones.

## Education

UNIVERSITY OF TEXAS AT DALLAS 2010

Bachelor of Arts in Arts & Technology

- 3.83 GPA
- Magna Cum Laude
- Dean's List Fall 2007 and Spring 2010

TARRANT COUNTY COLLEGE 2007

Associate of Arts

- Dean's List Fall 2005