

Brittany L. Hunter

Profile

Vibrant, ambitious liberal arts graduate is accomplished in website design and programming. Also possesses polished writing & communications skills, a passion for teaching, and the ability to read five languages.

Experience

Website Coordinator, Acton Institute, Grand Rapids, MI ~ 2008 to Present

Redesigned Acton's main website to conform with modern standards of design and accessibility, utilizing web standards-compliant CSS, Javascript, & XHTML

Programmed upgrades and fixes for Acton's custom-built PHP/MySQL content management system, minimizing server load and maximizing performance by bringing it into compliance with model-view-controller architectural pattern

Developed a web-based "Conference Management System" which enables Programs Department staff to manage conferences, conference faculty, and courses available on the web as well as manage and communicate with conference applicants and past conference participants

Design and program a variety of smaller, project-focused websites and applications

Manage and update content for Acton Institute's main website of 7000+ pages and for project-focused sites

Respond to staff members' update requests & website suggestions in a timely and courteous manner

Design and send HTML e-mail blasts to raise awareness for issues and events

Compile and publish *Acton News and Commentary*, a weekly e-mail newsletter of 8000+ subscribers

Write copy for use on Acton's various websites

Perform routine search engine optimization tasks

Design & Media Assistant, Kelly Sweet Photography, Grand Rapids, MI ~ 2005 to Present

Design custom flush-mount wedding photo albums using Adobe Photoshop

Perform website programming, design, updates and content management

Design printed promotional materials such as brochures, magazine ads, postcards, and business cards

Provide support for computers and office equipment

Assist with a variety of office tasks

Provide assistance during photo shoots

Freelance Website & Graphic Design, Grand Rapids, MI ~ 2001 to present

Create identity and design standards for small businesses, churches, and nonprofits

Develop unique, robust, standards-compliant websites for budget-conscious clients

Programmed a custom PHP/MySQL web application which enables churches to archive, organize & publish sermons & audio files on their websites

Manage projects and stay in close communication with clients regarding specifications, status, and deadlines

Private Violin & Viola Teacher, Grand Rapids Metro Area, MI ~ 2002 to Present

Teach weekly private lessons to a studio of as many as 17 students ages 6-36

Develop and maintain weekly lesson plans individualized to meet students' goals

Organize field trips, outings, and yearly studio recital

Latin & Writing Teacher, TC Educational Co-Op ~ 2007 to 2008

Taught three weekly classes of middle school students

Developed weekly lesson plans for use in class

Created worksheets, quizzes, and exams to assist with and assess students' knowledge

Graded student assignments and assessments

Student Website Designer, Grand Valley State University, Allendale, MI ~ 2004 to 2007

Designed & developed websites for departments, programs, and faculty

Programmed web forms and applications in ColdFusion

Trained and assisted faculty and staff in use of content management system

Designed interface for library catalog

Designed desktop wallpapers & photo screensaver for use in computer labs across campus

Assisted with maintenance of content management system

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Computer Expertise

Programming Languages & Libraries: PHP, ColdFusion, CSS, (X)HTML, Javascript, jQuery, Smarty, CodeIgniter, Fusebox; MySQL and Oracle databases; Content Management & Blog Systems: Wordpress, MODx, Joomla, Serendipity, CMS Made Simple, customized applications; Adobe Creative Suite versions 1-4, including Photoshop, Flash, & InDesign; Unix, Linux, Macintosh, and Windows operating systems

Education

**Bachelor of Arts in Classics, 2008 - Classical Languages Emphasis
Grand Valley State University Honors College, Allendale, MI**

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Awards and recognition:

- Named to Dean's list, 6 consecutive semesters 2005-2008
- Nominated for Honors Senior Project Award of Distinction, 2008
- Prokope Award, 2008
- "I Am Grand Valley" Student Leadership Award, 2007
- Minerva Prize for Excellence in Arts, 2007
- Sophia Prize for Distinction in Classical Languages, 2006