



## MELISSA POZZO

### web design & development

#### GET IN TOUCH:



**Address**  
2380 Carrington Ct  
Mobile, AL 36695



**Mobile**  
(251) 753-8510



**E-mail**  
mmpozzo@gmail.com

## Profile

**Dedicated graphics professional** – experienced in creating design and development solutions that effectively communicate client and product information. Equally proficient in both Macintosh and Windows based operating systems. Skills include complete design, development and implementation for sales and marketing collateral, electronic prepress, electronic illustration, web design, web publishing, front end web programming, page layout, hardware and software installation, spot and 4 color process printing, scanning and color correction.

**Effective team player** – known for creativity, flexibility and sense of humor. Highly organized with proven ability to adapt and react in high pressure, fast paced situations. Excellent communication and presentation skills with demonstrated success as a team player. Commitment and discipline to work well independently.

## Software Skills

- |                       |                    |                |
|-----------------------|--------------------|----------------|
| • Adobe Photoshop     | • Adobe Fireworks  | • Javascript   |
| • Adobe Illustrator   | • Microsoft Office | • AJAX         |
| • Adobe InDesign      | • HTML             | • JQuery       |
| • Adobe Flash         | • HTML5            | • Actionscript |
| • Adobe Dreamweaver   | • XHTML            | • ASP          |
| • Adobe Premier       | • CSS              | • PHP          |
| • Adobe After Effects | • CSS3             | • MySql        |

## Career Development

### Integrated Electronic Technologies – Web Designer/Developer

Mar 2010 - Present

- Planning, design and implementation of complete websites
- SEO site optimization as well as Site Analytics
- Logo, Print and Graphic Design, Image Editing and Flash Animations
- Pre and Post Video production for 360 degree video
- 3D Modeling for animations and product renderings
- E-mail campaign design and development
- Responsible for all Hosting, domain and e-mail setup, maintenance and troubleshooting

### High Ground Solutions – Freelance Graphic, Web and UI Designer

Jan 2011 - Present

- Design and create graphics for UI used in mobile applications
- Work closely with developers and marketing manager

### Rebound Rehab Physical Therapy – Office Manager

October 2009 - March 2010

- Oversee all office activities
- Converting basic patient information from hard copy to digital
- Design and layout of all forms and brochures
- Development and upkeep of customer database
- Client/Patient relations and marketing

### Halfday Network – Contract Web Designer/ Front End Developer

April 2009 - June 2009

- Planning, design and implementation of halfdaynetwork.com
- Design and implementation of sales based micro sites
- Editing and preparation of video for the web

### **Healthways – Web Developer**

**July 2008 - April 2009**

- Planning, design and implementation of complete websites
- Print and Graphic Design, Image Editing and Flash Animations
- Editing and preparation of video for the web

### **Emerald Forest Studios – Web Designer/Developer**

**Feb 2008 - June 2008**

- Planning, design and implementation of complete websites
- Print and Graphic Design, Image Editing and Flash Animations
- Editing and preparation of video for the web

### **Postmark Ink, Inc. – Graphic Artist**

**Aug 2007 - Feb 2008**

- Print and Graphic Design, Image Editing and Flash Animations
- Pre-press and flight check in preparation for printing
- Design and layout of Direct Mail, Brochures, Business Cards, Menus and Advertisements

### **TeleVox Software – Web Design & Development Specialist**

**Sept 2004 - Aug 2007**

- Planning, design and implementation of complete websites on a daily basis
- Custom Print and Graphic Design, Image Editing and Flash Animations
- Implementing client changes to custom websites

### **Columbia Southern University – Art Director**

**June 2003 - Sept 2004**

- Planning, design, implementation and maintenance of complete websites
- Print and Graphic Design, Image Editing and Flash Animations for in print and on the web
- Design and layout of Direct Mail, Brochures, Business Cards, Programs, Information Catalogues, HTML E-mail and Advertisements

### **Mobile Register – Concepts Artist**

**Sept 1999 - Sept 2002**

- Print and Graphic Design, Image Editing and Custom as part of an in-house agency
- Pre-press and flight check in preparation for printing
- Design and layout of Advertisements and Special Section Covers

### **The Sun Herald – Graphic Artist**

**Feb 1998 - Sept 1999**

- Print and Graphic Design, Image Editing and Custom Artwork as part of the Classified Ad team
- Pre-press and flight check in preparation for printing
- Design and layout of Advertisements and Special Section Covers

### **The Real Estate Journal/Casino News – Graphic Artist**

**Feb 1998 - Sept 1999**

- Graphic Design and layout of Advertisements, Magazine Covers, Image Editing and Custom artwork
- Pre-press and flight check in preparation for printing
- Billing, Payroll and Deposit Preparation

### **Re/Max of Boise – Advertising Director & Graphic Artist**

**Sept 1996 - June 1997**

### **The Real Estate Journal – Graphic Artist & Advertising Specialist**

**July 1995 - Sept 1996**

## **EDUCATION**

---

- Mississippi Gulf Coast Community Collage – Biology Major, 1997-1999
- University of South Alabama – Biology Major, 1999-2001
- Columbia Southern University — Associates of Applied Science, 2005

## **REFERENCES**

---

- Due on request.