

Melissa Hodge

Design & Communications Professional

Creative, hard-working, ethical, organized, detail-oriented, driven

Melissa@momodigitaldesign.com

(813) 766-7667

momodigitaldesign.com

P.O. Box 261406

Tampa, FL 33685

TECHNICAL SKILLS

- XHTML and CSS
- Adobe Photoshop
- Adobe Illustrator
- Adobe InDesign
- Adobe Dreamweaver
- Adobe Flash
- Some PHP and MySQL
- Joomla and WordPress
- Microsoft PowerPoint
- Final Cut Pro
- Microsoft Windows XP Pro, 7
- Apple Mac OS

PROFESSIONAL EXPERIENCE

MOMO Digital Design, LLC – Tampa, Florida

President/Owner

05/2010-present

- Develop creative and effective websites, logos, animations, print graphics and more
- Understand client branding standards to develop consistent design and messaging
- Create and maintain company website
- Manage and administer company's presence on social media sites
- Design and write company's monthly e-newsletter
- Oversee all business operations, including marketing, communications, sales and managing sub-contractors

Shriners International Headquarters – Tampa, Florida

Public Relations Media Assistant

01/2006-05/2010

- Maintain several corporate websites and intranet using Dreamweaver and multiple CMSs
- Create animations, buttons, icons and other graphics using Adobe Photoshop, Illustrator and Flash for use on corporate websites, print materials and presentations
- Coordinate and edit e-newsletter that is sent to 25,000 members

Levy Awards and Promotional Products – Tampa, Florida

Sales Assistant

08/2004 – 01/2006

- Provide customer service and maintain a highly organized work structure by creating and maintaining a tracking calendar to keep the sales force organized and ahead of deadlines

EDUCATION

The University of Tampa

Bachelor of Arts in Communication

2008 - 2010

- Final cumulative GPA 3.61

Hillsborough Community College, Tampa, Florida

Associate in Arts Degree in Communications

2007 - 2008

The University of Akron and The Ohio State University

General Studies

2001 - 2003

References are available upon request.