

Joshua Brown

joshuadbrown.com
me@joshuadbrown.com
216-246-2855

Experience

Aztek – Senior Graphic Designer

2007 – present

Design, build and maintain client websites, ranging from small static sites to fully dynamic e-commerce sites with custom CMS back end. Work closely with .NET development team to plan and execute all projects. Strong focus on web standards, validation and cross-browser testing. Enhance sites with CSS3 and jQuery when appropriate. Some Flex/Flash/ActionScript development.

The Cleveland Clinic, Cleveland – Coordinator

2004 – 2007

Promoted from Administrative Assistant. Supervise, train, recruit and maintain volunteers in approx. 35 departments. Communicate with department supervisors to determine needs for volunteer assistance. Design, layout and edit volunteer newsletter. Maintain department website.

Century Business Services (CBIZ), Independence – Administrative Assistant

2001 – 2003

Supported CFO and Finance team. Maintained team calendar. Compiled monthly financials for over 80 subsidiaries, for distribution to five regions nationally. Created PowerPoint presentations and other documents for internal and external communications. Updated corporate intranet web pages with HTML.

Cleveland Shakespeare Festival, Cleveland – Managing Director

2000 – 2002

Oversaw preparations for festival's summer season and other events. Organized productions, solicited directors and production staff, arranged board meetings. Assisted with advertising, publicity, and bookkeeping.

Cleveland Signstage Theater, Cleveland – Actor/Educator

1999

Residency site manager for artists-in-residency program in Madison, WI. Designed and taught workshops at host schools. Maintained contact with Cleveland office, handled team finances, bookkeeping, and mileage charting of rental car.

Skills

Photoshop
Dreamweaver
Illustrator
Premiere
After Effects
Final Cut Pro
Visual Studio
HTML 5
CSS 3
Javascript & jQuery
blogengine.net
git / Bitbucket
Sitefinity CMS
Umbraco CMS
Mac & Windows

Education

Associate's Degree of
Applied Business – 2007
Virginia Marti College
of Art and Design
Lakewood, OH
Multimedia and Graphic Design

Internship - 2006
Wide Area Media
Web Programming
and Interface Design

Bachelor's Degree – 1998,
cum laude, GPA 3.4
Case Western Reserve University
Cleveland, OH
Major in Theater Arts, Minor in
Computer Science