

Davidene Marx

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EXPERIENCE

Student Worker, WCTC, Waukesha, WI Sept 2011-present

Assist teachers in English for a Second Language Lab with any tasks needed including making copies, teacher packets, answering phones, and helping students.

Graphic Designer, Lake County Fielders, Gurnee, IL Jan-March 2011

Created Fielders publications that were used to promote the team to the public (photo albums, flyers, advertisements, brochures, etc) using Adobe Creative Suite CS4.

Internet Marketing Assistant, Broan Nutone, Hartford, WI 2010-2011 (via Temp Agency)

Assisted the Internet Marketing Manager with daily website updates. Duties included renaming files for Search Engine Optimization, downloading images from Image Library, organizing content with Excel spreadsheets, and uploading content using Content Management System.

Secretary Accountant, Tape Machining, New Berlin, WI 2010-2011

Responsible for all administrative functions to support a small manufacturing company. Processed payroll for a company of 10-15 employees. Manually posted hours to ledger/job cards and time cards. Processed all invoicing and posted to Excel Spreadsheets. Handled all shipping paperwork and calls. Balanced Company's finances via Quickbooks.

Video Editor Intern, The Dean Group, Thiensville, WI 2009-2010

Logged, brainstormed, and edited video for the organization Hometown Heroes to final output. Software used was Media Composer and Final Cut. Also edited The Dean Group's Video Reel featured on Deangroupmedia.com. Image Editing using Adobe Photoshop for print brochures was also a task.

Web Maintenance, Enterprise Engineered Systems, Delafield, WI 2007-2008

Used Rapid Cat Software (CMS) via Jade Technology to upload information and photos for web site. Images were re-sized using Adobe Photoshop. Created a logo for the website, entered metatags for Search Engine Optimization.

Sales Floor Associate, Kohls, Sussex, WI 2004-2008

Sales Associate for Shoes, Domestic, Housewares and Apparel. Answered multi-line department phone calls, Operated Cash Register, and supervised 1-2 associates in department when department manager was not present. Merchandised product, shipping, stocking etc.

Digital Photo Editor, Empire Photography, Madison, WI 2007 (Temporary Seasonal)

Retouched 150 photos per day (school sport portraits) using Adobe Photoshop to eliminate green screen and replace with the appropriate background.

Production Assistant, September Films, Racine, WI 2006 (Contract for One Episode)

Production Assistant for the WE network show Bridezilla's. Assistant to the Producer including writing time coded script, driving company vehicle, and getting location release forms signed.

EDUCATION

UW Whitewater Whitewater, WI

Bachelor of Arts- Communications, Emphasis: Electronic Media/Multimedia Design Minor 2005

Waukesha County Technical College, Pewaukee, WI

Desktop Publishing Certificate 2010

Web Design Certificate 2011

A.A.S. Web and Digital Media -In Progress

TECHNICAL

Final Cut Pro, Media Composer, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Dreamweaver, Adobe Flash, Motion, After Effects Microsoft Office.