

# Elizabeth A. Hunter

11728 Elizabeth Drive  
Marion, Illinois 62959

Home: 618/521-3152  
Work: 618/453-2820  
e-mail: lduncan@siu.edu

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## EDUCATION

**2006-present**, Southern Illinois University Carbondale, Master of Science in Education, Higher Education - College Student Personnel, Expected Graduation – May 2010

**1999-2003**, Southern Illinois University Carbondale, BFA in Communication Design

## EMPLOYMENT

### Web Specialist III

**October 2007-Present**

*Southern Illinois University Carbondale, University Communications*

Duties: Design and develop Web sites for the Southern Illinois University Carbondale campus community with the overall goal of providing a pleasant and useful web experience for readers of SIUC Web sites, including current students, potential students, parents, alumni, faculty, staff and community members. Specialize in developing Web sites using HTML, CSS, and Flash while conforming to Web standards and laws for accessibility and ease of use. Specifically, these duties incorporate coordinating project schedules, plans and deadlines; conceptualizing creative ideas and information architecture; illustration, execution of visual concepts, photograph selection and directing photo shoots; research, writing, proofreading and preparing job specifications; budgeting and billing; writing instructional documents, instructing clients to maintain Web sites using Adobe Contribute CS4, Adobe Dreamweaver CS4 or Joomla!; testing of Web sites in development, and providing maintenance and Web site support to clients. Also included is communicating and coordinating interdepartmentally with other professionals – directors of SIUC departments and units – in order to provide the departments and units with Web sites that meet the needs of the readers. Other responsibilities include: setting up and providing new Web space for departments upon request, updating a database of current SIUC websites on the University Communications Web server, updating and maintaining Web sites owned by University Communications such as [www.siu.edu](http://www.siu.edu) and [news.siu.edu](http://news.siu.edu), gaining an understanding of the SIUC system, and keeping up to date on web and CSS standards by reading professional online newsletters and attending an annual conference for web designers and developers called An Event Apart.

### Lecturer - Communication Design

**Fall 2008-Spring 2009**

*Southern Illinois University Carbondale, School of Art and Design*

Course taught: AD 322: Print Technology

### Publications Coordinator

**March 2005-October 2007**

*Southern Illinois University Carbondale, Undergraduate Admissions*

Duties: Oversee, coordinate, update and produce publications and marketing materials/information for recruitment of potential undergraduate students including: printed materials, advertisements, updates of data for external college research agencies, environmental displays, promotional giveaways, web graphics, the SIUC Undergraduate Admissions website, Flash productions and HTML based emails. Specifically, these duties incorporate coordinating project schedules and deadlines, research, conceptualization of creative ideas, writing, proofreading, preparing job specifications – including cost estimates – budgeting, billing, directing photo

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shoots, photograph selection, illustration, executing visual concepts, preparing jobs for press, analyzing printer proofs and designing, creating, testing and maintaining SIUC Undergraduate Admissions website and HTML emails. Also included is communicating and coordinating interdepartmentally with other professionals – enrollment managers, deans and directors from SIUC's eight colleges as well as auxiliary departments who provide academic resources – as well as communicating with Undergraduate Admissions Coordinators to meet their needs for high school visits, college fairs and special programs. Other responsibilities include: instructing student design assistants and interns, using and gaining an understanding of the SIUC system and undergraduate student recruitment, maintaining membership in the American Marketing Association and attending an annual conference on Marketing in Higher Education, attending press checks, strategizing timelines and recipients for marketing materials, understanding the formal bid process, maintaining a blog that includes updates on SIUC departments and policy, and communicating with vendors.

## **Graphic Designer 1**

**February 2004-March 2005**

*Southern Illinois University Carbondale, Media & Communication Resources*

Duties: Production of artwork for promotional purposes in print, Internet, displays and video. Work directly with clients to develop high-end publication design from initial concept to finished product for specific departments on the SIUC campus while maintaining the high standards of Southern Illinois University Carbondale. This includes coordination of project schedules and deadlines, processing client requests, conceptualizing creative ideas, presenting creative ideas to clients, preparing job specifications – including cost estimates, directing photo shoots, preparing web graphics, scanning with a flatbed and slide scanner, illustration, knowledge of photography, knowledge of budgets, printer proofs, preparing jobs for press, and a general understanding of the workings of a university system. Also included, is coordinating interdepartmentally with other professionals – writers, photographers, and web developers -- as well as instruction of an Undergraduate Assistant Designer. Specific work on the SIUC campus includes the Foundation's Annual Report, the Facts brochure, two of three minority publications, the Inspiring Women logo, 2004 Gala invitations and award certificates, and a continuing series of Southern at 150: Building Excellence Through Commitment brochures designed to emphasize specific colleges at SIUC.

## **Undergraduate Assistant Designer**

**August 2002-December 2003**

*Southern Illinois University Carbondale, Media & Communication Resources*

Duties: Worked 15-20 hours per week aiding in the production of publications designed for specific departments of the Southern Illinois University Carbondale Campus. This included, through direction from a staff supervisor, conceptualization of creative ideas, meeting with clients, directing photo shoots, preparing web graphics, scanning with a flatbed and slide scanner, illustration, and preparing jobs for press.

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## HONORS, AWARDS AND PROFESSIONAL DEVELOPMENT

- School of Art and Design Art Advisory Board 2008 - Present
- Graduate Grade Point Average - 4.0/4.0
- Undergraduate Grade Point Average - 3.456/4.0
- Dean's List - Summer 2001, Fall 2001, Summer 2002, Spring 2003, Fall 2003
- SIUC Honors Program - January 2002-December 2003
- SIUC Undergraduate Art Show Finalist - Spring 2003
- Rickert-Ziebold Finalist - Spring 2004
- 2 items held in SIUC School of Art and Design silkscreen collection
- 2004 Member of the Inspiring Women's Campus Planning Group
- Former member of the American Marketing Association and attendee of the Annual Symposium for Marketing in Higher Education – 2005, 2006
- An Event Apart – Chicago (Web Development Conference) – 2007
- An Event Apart – New Orleans (Web Development Conference) – 2008
- An Event Apart – Boston (Web Development Conference) – 2009

## COMPUTER KNOWLEDGE

### Proficient in:

- Mac OS X Tiger 10.5.7
- Adobe Dreamweaver CS4
- Adobe Fireworks CS4
- Adobe Photoshop CS4
- Adobe Flash CS4
- Adobe Contribute CS4
- Adobe Illustrator CS4
- Adobe InDesign CS4
- Adobe Acrobat Professional
- Cascading Style Sheets (CSS)
- HTML
- Joomla!

### Experience with:

- Microsoft Windows XP and Vista
- SIUC Student Information System (SIS)
- BANNER (SIUC's New SIS)
- JavaScript
- PHP
- MySQL
- Microsoft Office (Word, PowerPoint, Excel)
- QuarkXPress 4.1 – 6.5
- WordPress

## NOTABLE PUBLICATIONS AND WEB SITES

- [www.artanddesign.siu.edu](http://www.artanddesign.siu.edu)
- [www.kdcah.com](http://www.kdcah.com)
- [www.supplementalinstruction.siu.edu](http://www.supplementalinstruction.siu.edu)
- [www.siu.edu/liunamrdegree](http://www.siu.edu/liunamrdegree)
- [www.engr.siu.edu/staff1/tech](http://www.engr.siu.edu/staff1/tech)
- [www.saoasianbistro.com](http://www.saoasianbistro.com)
- SIUC Undergraduate Admissions Viewbook, 2006-2007, 2007-2008, and 2008-2009
- SIUC School of Art and Design MFA Recruitment Poster
- SIUC 2003 Research Profile
- SIUC Foundation 2003 Annual Report
- SIUC 2004 Facts Brochure
- One Saluki Recruitment Brochure
- African American Student Guide
- Latino Student Guide
- SIUC Geography and Environmental Resources Brochure and Poster

## REFERENCES AVAILABLE UPON REQUEST