

# Brittany L. Hunter

## Profile

Vibrant, ambitious liberal arts graduate is accomplished in website design and programming. Also possesses a passion for teaching, polished writing skills, and the ability to read five languages.

## Experience

### **Website Coordinator, Acton Institute, Grand Rapids, MI ~ 2008 to Present**

Redesigned Acton's main website to conform with modern standards of design and accessibility, utilizing 100% W3C standards-compliant jQuery, CSS, and XHTML

Programmed upgrades to Acton's custom-built PHP/MySQL content management system, minimizing server load and maximizing performance by bringing it into compliance with model-view-controller architectural pattern

Update and manage content for Acton Institute's main website of over 7000 pages, as well as 5 smaller project-driven websites

Design and program a variety of smaller, project-driven websites and applications using Adobe Photoshop, Adobe Flash, PHP, MySQL, jQuery, CSS, and XHTML

Design and send HTML e-mail blasts to raise awareness for issues and events

Compile, edit, and publish weekly *Acton News and Commentary* e-mail newsletter

Write copy for use on Acton's various websites

Perform ongoing Search Engine Optimization tasks

### **Design Assistant, Kelly Sweet Photography, Grand Rapids, MI ~ 2005 to Present**

Design custom flush-mount wedding photo albums using Adobe Photoshop

Provide support for computers and office equipment

Assist with a variety of office tasks

Provide assistance during photo shoots

### **Private Violin & Viola Teacher, Grand Rapids Metro Area, MI ~ 2002 to Present**

Teach weekly private lessons to a studio of as many as 17 students ages 6-36

Develop and maintain weekly lesson plans individualized to meet students' goals

Organize field trips, outings, and yearly studio recital

### **Latin & Writing Teacher, TC Educational Co-Op ~ 2007 to 2008**

Teach three weekly classes of middle school students

Develop lesson plans for use in class

Create worksheets, quizzes, and exams to assist with and assess students' knowledge

Grade student assignments and assessments

### **Student Website Designer, Grand Valley State University, Allendale, MI ~ 2004 to 2007**

Develop websites for departments, programs, and faculty

Program web forms and applications in ColdFusion

Design interface for library catalog

Assist with maintenance of Content Management System

Train and assist faculty in use of Content Management System

### **Freelance Website & Graphic Design, Grand Rapids, MI ~ 2001 to present**

Develop identities and design standards for small businesses;

Implement content management systems for showcase & e-commerce websites;

Create layouts for brochures, CD jackets, and photo montages

## Computer Expertise

Programming Languages & Libraries: PHP, ColdFusion, CSS, (X)HTML, Javascript, jQuery, Smarty

Content Management & Blog Systems : Wordpress, Joomla, Serendipity, CMS Made Simple

Adobe Creative Suite versions 1-4, including Photoshop, Flash, & InDesign

Unix, Linux, Macintosh, and Windows operating systems

MySQL and Oracle databases

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## **Education**

**Bachelor of Arts in Classics - Classical Languages Emphasis, Grand Valley State University Honors College, Allendale, MI**

Awards and recognition:

- Named to Dean's list, 8 consecutive semesters 2004-2008
- Sophia Prize for Distinction in Classical Languages, 2006
- "I Am Grand Valley" Student Leadership Award, 2007
- Minerva Prize for Excellence in Arts, 2007
- Nominated for Honors Senior Project Award of Distinction, 2008
- Prokope Award, 2008

## **References**

### **Peter Anderson**

Assistant Professor of Classics, Grand Valley State University  
LHH 260  
1 Campus Drive  
Allendale, MI 49423  
Tel. 331-3284

### **Ben Rapin**

Senior Web Manager, Grand Valley State University  
55 Campau Suite 500  
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