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# Lisanne Wilcox

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6501 Vegas Drive, Suite 2018, Las Vegas, NV 89108  
702-860-9217

## Objective

Seeking a position to utilize my talents with computer skills, administrative support, and public communication. I bring several years of experience and an ability to solve problems and learn quickly.

## Computer Knowledge

Systems: Macintosh | Windows

Languages: HTML | PHP | CGI | JavaScript

Programs:

- Adobe Acrobat
- Adobe Illustrator
- Adobe Page Maker
- Adobe Photoshop
- Macromedia Cold Fusion Studio
- Macromedia Dreamweaver
- Macromedia Fireworks
- Macromedia Flash
- Macromedia Homesite
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Visio
- Microsoft Word
- QuarkXPress

## Related Experience

Freelance Designer

Asheras Media – Burnsville, MN 2001- present

- Design and develop client web sites.
- Design and develop client databases on and offline.
- Create marketing strategies for web site traffic.

Creative Media Designer

Aquent – Minneapolis, MN 2002- 2003

- Design and developed numerous commercial web sites on a per contract basis.
- Create marketing strategies for web site traffic.
- Incorporated cgi scripts, java scripts and java applets into customer web sites including form processing scripts, auctions, access counters, banner rotations, message boards, calendars, chat rooms, classified ads, shopping carts, surveys, mailing lists, password protection scripts, surveys, and email auto-responders.

Creative Services Designer and Administrative Support

Infinitivity – Burnsville, MN 2000-2001

- Design and develop Intranet and client web sites.
- Design marketing pieces for print and web.
- Update and maintain corporate web sites.
- Provide administrative support for the company President.
- Assist with billing, contracts, client correspondence and personnel files.

Investigator & Web Administrator

Lien Guaranty, Inc. – Mpls, MN 1998-2000

- Research online and government files for property records.
- Design and update company website and databases.
- File correspondence with courts and county records clerks.

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## **Volunteer Experience**

- Wilcox for Senate Campaign Volunteer
- Schwartz for Hennepin County District Judge Campaign Volunteer
- Bloomington Sister City Organization – Secretary and Web Site Administrator
- WWIFA – International Executive Director
- Webgrlrs International – Former Twin Cities Chapter Leader
- MCA – Former Vice President of Minneapolis Chapter

## **Education**

Inver Hills Community College      Associates Transfer Degree      2000 – present

## **References**

Sara Amaden  
Senate Republican Caucus - Communications Director  
651- 296-7193

Patrick Colburn  
Senate Republican Caucus - Executive Assistant  
651-296-2512

Vern Wilcox  
Bloomington City Council  
952-854-1425

Abby Reddy  
Infinitivity - Creative Services Manager  
651-224-5945