

Peter M. White

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CAREER OBJECTIVE

Highly organized and detail-focused person with an exceptional track record of accurately handling a multitude of tasks in deadline-oriented environments seeking to obtain a challenging and rewarding position that will utilize my high level of experience, while providing the opportunity for professional growth.

PROFESSIONAL EXPERIENCE

Freelance Website Designer

Jacksonville, FL, February 2007 – Present

- Generate sales leads using various Internet and social resources
- Conduct client consultations in-person and via telephone
- Perform client follow-up and effectively manage sales leads
- Manage and successfully retrieve funds regarding client invoices
- Collect and organize client content
- Create custom brochure websites for individuals and small business owners
- Produce high-level and project scope sales documentation
- Perform keyword research and on-site optimization
- Manage subcontracted web designers and developers
- Supervise client projects from conception to completion
- Provide support and maintenance for client-base
- Register and transfer client domain names
- Initiate web hosting account creation and email setup for various hosting providers

Custom Website Designer, Website Coordinator, Website Analyst, Website Pros

Jacksonville, FL, September 2004 – February 2007

- Created custom brochure and e-commerce websites
- Facilitated communication between clients and designers
- Collected and systematically organized client content
- Provided client consultations
- Constructed high-level and project scope sales documentation
- Executed comprehensive website testing to ensure accuracy of deliverables and overall functionality
- Managed client projects from conception to completion
- Successfully implemented effective organizational department processes

COMPUTER AND SKILL PROFICIENCIES

Adobe Dreamweaver, Adobe Photoshop, HTML, CSS, WordPress and WordPress Customization, Google Analytics, Search Engine Optimization, Windows 95-Vista, MAC OSX, MS Word, Excel, Power Point, Open Office, Microsoft Outlook, Windows Mail, FTP, QuickBooks, Sugar CRM, Extensive Internet and World Wide Web Use

EDUCATION

Full Sail University – Orlando, FL

1999-2001