

Qualifications Summary

- Nine years of professional experience supporting project managers and engineers on a variety of projects
- Strong graphic design and drawing skills in Adobe Illustrator, Photoshop and InDesign, as well as with traditional artistic media
- 3D graphic design experience in SketchUp Pro
- HTML, XHTML, Dynamic HTML, JavaScript, and C programming
- Strong communication skills, including technical writing and illustration
- Excellent problem-solving skills

DONNA L. BENEVIDES, A.A.

Marketing Coordinator/Graphics Specialist

Professional Affiliations

Institute of Electrical and Electronic Engineers – Student Member
Phi Theta Kappa International Honor Society
Cape Cod Art Association – Juried Artist Member
Arts Foundation of Cape Cod – Artist Member

Fields of Expertise

HTML, CSS, Adobe Creative Suite and Microsoft Office software applications, graphic design and illustration, communication of information via the Internet and in print, problem solving, administrative support, and database maintenance. Web site design, coding, optimization, and maintenance.

Higher Education

Presently a student at University of Massachusetts Lowell, B.S. in Information Technology program (class of 2011)
A.A., Concentration in Graphic Design-Cape Cod Community College (2008)

Employment History

2008-Present Marketing Coordinator/Graphics Specialist,
Woods Hole Group
2000-2008 Executive Assistant/Graphics Specialist, Coastal Engineering Co., Inc.