

SHARYN WEBB

2307 N 12th Street Kansas City, KS 66104
816.294.0885 sharynwebb@gmail.com
Portfolio: www.sharyndesign.com

Education

2005 Bachelors of Science in Graphic Design and background in Computer Science from
Missouri Western State University

Experience

2008- Freelance designer/photographer, technical writer/copy editor

2001- 2008 MidCity Excellence Community Learning Center / American Grant Writing Firm:
Executive assistant: IT & network admin, dept. head of marketing & design,
grant writer & editor, teacher/program manager

2005-2006 MWSU Fine Arts Department:
computer design lab service tech and supervisor

2000-2001 Kansas Instructional Resource Center / Kansas State School for the Blind:
library assistant, data entry

Expertise

Executive Management & Departmental Directing

Team and project management including production and client side relations, market research,
proposal and copy editing, adaptable to industry changes and company needs

Managed college volunteer teams from 3-45 people, setup meetings and delegated tasks, worked
directly with clients, setup orders with outsourced production and other companies while tracking and
recording all related communication, conducted market research and analysis for product testing
through different target markets, co-wrote and edited over a dozen in-house and outsourced grants as
part of a grant writing team, constantly updated company technology as necessary. Assisted with the
setup of small and non-profit corporations, traveled to locations setting up seminars, provided technical
support for workshops, networks, and presentations.

Design:

Adobe Photoshop, Illustrator, InDesign, Dreamweaver, some Flash, and several other graphics programs

Previously taught several classes on Photoshop, Dreamweaver, and basic design principles for print and
the web including private lessons to individuals and small groups, classes at two different learning

centers for casual computer users and St. Joseph, MO city employees, and given unofficial lessons at MWSU at the request of the art department staff. Also experienced with non-digital traditional art media including drawing, painting, sculpting etc.

Digital photography and 35mm b&w darkroom photography, photo editing and special effects

Commissioned to do hourly digital photography for weddings, business trips, product catalogs, photo restoration, recoloring & manipulation, personal and private photo shoots, headshots, and college newspapers and yearbooks.

Computers & Technology:

Mac and PC systems, Microsoft Office, HTML, CSS, familiarity with C++, javascript and general coding, experienced in building, maintaining, programming, networking, and troubleshooting personal computers

Experienced building/upgrading systems and solving hardware and software problems through research, experience and troubleshooting. Comfortably write HTML & CSS, no problem learning new web technologies. Setup a local Intranet adding peripherals as necessary, taught MS Office and for several years resolved a wide variety of technical issues for fellow co-workers and staff

Other skills & personality:

Technical writing, copy editing, grant proposal structuring, conversational Spanish (general understanding when reading, half-way decent conversation), ability to adapt and learn new processes quickly. I'm a patient, confident, open-minded and easygoing personality who enjoys working with other business oriented professionals. Hobbies include technology & digital gadgets, computer & graphics related books and conferences, travel & photography, writing & sketching, socializing & church, and walking.

References

Mrs. Kimberly Warren: CEO of MidCity Excellence Community Learning Center
kwarren@visitmce.org | www.visitmce.org | (816) 294-4727

Mr. Michael Adeeko: Technology Consultant
madeeko@hotmail.com | (713) 256-6544

Mr. Perry Hughes: St. Joseph, MO City Streets Supervisor
pah22go@stjoelive.com | (816) 364 -0481

Mrs. Cozetta Foster: Owner of Happy Hearts Daycare
cozettafoster@gmail.com | (816) 646-9211

Ms. Helen Wilson: Paraprofessional for the St. Joseph School District and Business Manager at American Grant Writing Services Inc.
hjanewilson@gmail.com | www.americangrantservice.com | (816) 294-2049