

# STEVE SHAWHAN

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## professional summary

An organized, detail-oriented, and conscientious self-starting leader, able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure.

## skills

- Fast-learner, able to quickly gain knowledge and proficiency of software.
- Ability to build relationships of trust and enlist the participation of team members.
- Talent to streamline processes to reduce costs and improve service and quality.
- Capable of analyzing data and using the information to improve processes.

## experience

### Graphic Design Consultant 2

Wells Fargo Home Mortgage | February 2019 – present

- Identifies and consolidates design systems and design templates for use in the MOD tool.
- Partners with IHA Creative and Studio teams to develop design systems and templates.
- Acts as MOD super user for the IHA, with ability to package and upload templates into the MOD tool.
- Produces technically sound, content-correct files for both print and digital assignments that meet all production standards.
- Executes revisions, edits, modifications, resizing's, and other adjustments to previously completed work.

### Prepress Operator Consultant

The Stelter Company | March 2018 – August 2018

- Preflighted electronic files received from clients and checked them for thoroughness and completeness.
- Made digital plates for offset presses.
- Effectively liaised with printers, artists and project managers.

### Email Marketing Associate Consultant

The Stelter Company | June 2017 – March 2018

- Coordinated and executed the email marketing initiatives of Stelter clients.
- Collaborated with client project managers, editorial staff, web designers, artists and others to produce responsive email campaigns and implementation strategies using HTML and CSS.
- Created new, and updated old SOP documents and compiled a digital department master resource library.

### Associate Marketing Manager

Dice Holdings, Inc. | February 2014 – October 2016

- Interacted with and supported candidate and customer electronic communications efforts across all Dice Holdings, Inc. (DHI) brands.
- Drove business process continuity, best practices, and consistent measurement units across the enterprise.
- Knowledgeable in email best practices, responsive HTML and CSS.

### Associate, Senior Digital Marketing Analyst

Marsh & McLennan Companies | March 2011 – February 2014

- Manager, Administrator and resource for all ExactTarget email marketing campaigns. Strategized, designed, created and deployed multiple, trackable, email marketing campaigns while staying abreast with industry standards and best practices of email marketing.
- Supported the digital marketing team as HTML, CSS and Flash specialist.

## **Graphic Designer/Web Developer**

Eclipsys Corporation | 2007 – 2010

- Development of multiple continuous ExactTarget email marketing campaigns, newsletters and publications targeted to internal and external clients.
- Designed, developed and maintained numerous web sites; corporate design branding identity including trade show booths, banners, literature, collateral, and post card development.

## **Web Designer/Developer**

Alliance Technologies | 2000 – 2007

- Designed and developed web presences using Photoshop, Dreamweaver and Joomla.
- Conceptualized and planned template layout; graphics production; use of HTML, CSS, JavaScript, PHP, Flash; site testing and maintenance.

## **Graphic Designer**

Applied Art & Technology | 2000

- Formation of montage graphics, background elements and text alphas to be used for film/video production use as well as the production of Flash animated elements for Web.

## **education**

*BA, Liberal Arts, 2014* | **Grand View University**

*AAS, Graphic Communication Technology, 2000* | **Kirkwood Community College**

*CeM Professional eMarketer Certification, 2012* | **eMarketing Association**