

Patricia Roque

Summary of Skills

Website Development and Graphic Design

- Expert at designing and maintaining websites
- Proficient in creating graphics optimized for the web
- Knowledge of web standards and usability issues
- Web roles include project manager, developer, content editor, writer, and producer
- Formal education in fine arts

Technical Skills

- Proficient in Dreamweaver, Fireworks, (X)HTML, CSS, Photoshop, Illustrator, Microsoft Office Suite, PC, Mac, Filemaker 6-8
- Beginner level with PHP, MySQL, Linux, FreeBSD, Unix, Apache server administration, Wordpress Blog Customization
- Familiarity with Flash & Actionscript

Database Management and Development

- Filemaker developer for Mac and PC platforms; full development cycle from analysis, design, production, testing, implementation, maintenance, and support
- Knowledge of database functionality with web based applications, database concepts and principles

Work Style

- Team player with high degree of self-motivation and initiative
- Strong analytical skills, organized, keen attention to detail with focus on larger vision
- Excellent communicator and team builder
- Customer service orientation

Professional Experience

Creative Path Studio, Freelance Web Design, 2006-Current

Portfolio URL: <http://www.creativepathstudio.com/RoquePortfolio/index.html>

Note: Positions held include project manager, developer, content editor, writer, and producer

- Expert web design and development
- Professional domain and host management
- Proficient graphics production and optimization
- Superior web maintenance and support
- Knowledge of web standards and usability issues

University of California, Berkeley, 2004-Current

Webmaster, Administrative Analyst / Various Departments

- Visual designer and co-producer of department website re-design; URL: <http://ib.berkeley.edu/>
- Maintained several websites, including writing, editing, producing new content and creating web optimized images and graphics; URLs: <http://ib.berkeley.edu> (current), <http://www.ucmp.berkeley.edu> (past), <http://evodevo.org> (past)
- Conducted study on usability and provided strategies for the re-design of Business Services website; URL: <http://businessservices.berkeley.edu/>
- Provided analytical support of data, produced reports and charts, and maintained key databases
- Reviewed organizational issues under the co-mentorship of the Associate Vice Chancellor; key issues included: effectiveness of processes, best use of resources, enabling of staff, fulfillment of customer needs, and researching computer based systems that enable organizational efficiency and performance
- Develop and maintain Filemaker 6-8 databases to streamline and automate administrative processes
- Provide backup assistance with technical, software, and hardware support

Patricia Roque

University of California Museum of Paleontology, Berkeley, 2001-2003

Administrative Assistant

- Coordinated public programs including planning and logistics; primary liaison to all once programs were in place
- Oversaw distribution of state and endowment funds, and federal and state grants; allocated budgets as appropriate; analyzed and interpreted accounting data; made recommendations and reports to the museum director
- Processed travel vouchers, prepared and approved BFS purchase orders; independently researched and resolved accounting and payroll problems with minimal to no supervision; monitored expenditures and income; reconciled monthly ledgers; investigated and resolved financial discrepancies
- Provided general office support to the museum director and staff, faculty curators, scientists, graduate students and visiting scholars; served as the unit's payroll coordinator and human resources liaison

Hines Interests Limited, San Francisco, CA, 2000-2001

Executive Assistant

- Provided executive support in an international commercial real estate firm; acted as liaison between staff and senior officers, coordinated travel arrangements, created monthly expense reports, handled confidential material
- Assisted in general functioning of the office, planned office and company wide special events; arranged and coordinated meetings; aided other team members

Star York Studio, Santa Fe, NM, 1997-2000

Office Manager

- Responsible for the artist's financial affairs: balanced monthly cash management account, prepared quarterly reports, organized fiscal records for income tax preparation, budget management, and other bookkeeping duties
- Corresponded and communicated daily with clients and galleries to promptly respond to inquiries and effectively assist with issues; sustained client and gallery relations
- Maintained and tracked the artist's inventory of over 250 edition-size bronze sculptures in eight galleries
- Coordinated and tracked the movement of inventory among galleries, clients, exhibits and foundries

American Women Artists, Santa Fe, NM, 1997-2000

Secretary

- Established federal non-profit 501(c)(3) status for the organization
- Maintained the association's financial books
- Coordinated annual scholarship call for art totaling over 500 entries, resulting in the Festival of Women in the Arts in Santa Fe that included 17 galleries, panel discussions, and an international exhibit in Sorrento, Italy
- Successfully solicited donations and funds from national and local sponsors and various private art organizations

Education

2001-2003: San Francisco State Multimedia Studies Program, San Francisco, CA

- Attended extension classes in web and graphic design

1990-1994: Binghamton University, Binghamton, NY

- Bachelor of Arts, Cum Laude, Dual Major in Studio Art and Environmental Studies

References

Available upon request.