

## Professional Experience

2005 - Present

Freelance Designer: Lawful Evil Media (formerly M3 Design)

Design samples available on [lawfulevilmedia.com](http://lawfulevilmedia.com) website

2007 – 11/2010

Program Coordinator: University of Michigan - Education, Development & Quality Management

Instruction of Adobe classes, instructional design, copy editing, graphic design, reconciling SOA and PCards, marketing of classes, measuring metrics, investigating new technology for department, web design, usability studies, eLearning module creation, scheduling and upkeep of projectors and laptops for department, general office duties

2003 – 2007

Web Designer/Word Processor: University of Michigan – Department of Pathology

1999 – 2003

Administrative Assistant: University of Michigan – Department of Psychiatry

## Professional Groups & Affiliations

FlashFocused: Ann Arbor Adobe User Group; Refresh Detroit; U-M Yammer community; Adobe Community Program Leaders; Flash & Photoshop Freelancers

## Graphic Design Experience

Creation of graphic identity (electronic and print), logos and other visual identity

Design of print-based media (posters, banners, brochures, manuals, booklets, handouts, etc.)

Design analysis for websites and tie-in media

Digital illustration and image manipulation

Strong background in design principles such as typography, layout, effective use of color

Construction of templates for print and electronic media

## Instruction and Instructional Design

Experience in classroom instruction, one-on-one tutoring, public speaking and presentations

Analyzing metrics to determine effectiveness of program and identify instructional needs of audience

Preparing evaluation parameters

Develop and schedule training curriculum

Creation of manuals and user documentation

Module development for eLearning

Creation of interactive multimedia modules

Content editing and proofreading for instructional materials/modifying user manuals

Incorporating emerging technologies into learning process (i.e. wiki, social media, etc)

Enrollment of participants into sessions that suit their educational needs

## Website Design

Creation of visual layout and brand recognition  
Usability and user experience testing  
Testing cross-platform and backwards compatibility  
Troubleshooting code in HTML, CSS and Javascript  
Writing and editing content that is clear, concise and user-friendly  
Dreamweaver template creation  
Experience in CMS (Wordpress, Drupal and wiki)  
Creation of graphic identity across site, extending to print media  
Generating wireframes and mockups

## Other Information

Currently pursuing Project Manager Professional (PMP) certification  
Certification of completion of Adobe InDesign CS5 with Adobe Digital Publishing Suite for iPad  
Classroom instruction of Adobe products at UMHS and at Wayne State University  
User group manager for Ann Arbor FlashFocused Adobe User Group  
Web Committee Chair for Ann Arbor Derby Dimes roller derby team  
Training Coordinator access in MLearning system  
Contribute to Collective Wisdom (UMHS Confluence Wiki)  
Experience in scheduling of resources and equipment  
Public relations experience (public speaking, PR kits, being interviewed on radio, web broadcast)  
Public relations expert for Star Trek: Osiris webseries, Ann Arbor Derby Dimes, independent films  
Filmmaking experience (directing, screenplay writing, editing, producing, acting)  
Experienced in video teleconferencing  
Event planning experience  
High level of spelling and grammar skills  
Learn new technologies quickly and well

## Software & Technology

Adobe Creative Suite 5: Flash, Photoshop, Dreamweaver, Illustrator, Acrobat, Fireworks, Premiere  
Microsoft Office 2007: Word, Excel, PowerPoint  
Social Media: Twitter, Facebook, Yahoo! Groups, Gogledocs, Google Groups, Yammer, wiki, Podcasting  
Web Design: HTML, CSS, Javascript, Actionscript 2.0  
Captivate  
Drupal  
Qualtrics  
Snag It  
Visio  
Wordpress

## Find Me Online

Yammer: /umich.edu/users/mdunaway  
Twitter: @mistymills

LinkedIn: in/mistymills  
Website: www.mistymills.com

My online interactive PDF portfolio can be seen at <http://www.mistymills.com/docs/MistyMillsPortfolio.pdf>.  
You can see testimonials as to my work here: <http://ow.ly/24UEK>. Other recommendations are available upon request.