

# MAXINE PAYNTER

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## Education

### September 2011 – March 2012 @ Humber College

#### Web Design, Development & Maintenance – Certification

Obtained the skills and knowledge to design and develop dynamic websites from conception to final product.

## Work Experience

### April 2012 – Present | Freelancer

#### Web Developer, Designer

Providing targeted solutions for clients based on their web-based needs. Specializing in WordPress, front/back-end development, responsive design, valid, cross-browser friendly code. Using the latest technologies including HTML5, CSS3, jQuery, and JavaScript to deliver quality websites. Also providing marketing support and solutions, including collateral design and development and eCommunication development and deployment. Recent works:

- [www.easterseals.ca](http://www.easterseals.ca) | WordPress theme customization. Design, development, maintenance. Front- and back-end development.
- [www.recycleyourelectronics.ca](http://www.recycleyourelectronics.ca) | Customization of existing WordPress theme. Pixel-perfect updates based on designs provided by creative team. Ongoing maintenance.
- [www.ontarioelectronicstewardship.ca](http://www.ontarioelectronicstewardship.ca) | Customization of existing WordPress theme. Design and layout. Information architecture review and revision for better UX. Ongoing maintenance.
- [www.geri-em.com](http://www.geri-em.com) | Back-end development of WordPress eLearning tool using a combination HTML5, CSS, PHP and JavaScript/jQuery
- [www.africaonsafari.com](http://www.africaonsafari.com) | Custom WordPress theme, front/back end development.

### April 2011 – April 2012 @ The Phoenix Centre for Children and Families

#### Manager, Web Content & Social Networking

Community Manager for [www.Parents2Parents.ca](http://www.Parents2Parents.ca). Managed content and relationships for three web entities. Develop and execute editorial calendars. Conduct daily social networking deliverables and initiatives. Write, develop and deploy eCommunication pieces.

### February 2010 – September 2010 @ Invest in Kids

#### Manager, Web-Based Projects

Managed content for two web communities using Drupal, a custom CMS and basic HTML code. Wrote and re-purposed existing content for use between sites. Populated and maintained online store. Over-saw relationships contributing to web-based activity and content development. Assisted in development of short and long-term strategic plans. Liased with each team to assess web profiling. Worked at Invest in Kids for six years in four roles.

## Technical Skills

Markup	Programming
HTML5 CSS3	PHP MySQL
Scripts	Adobe
JavaScript jQuery	Photoshop Illustrator Dreamweaver
CMS	PC
WordPress Drupal	Microsoft Office Publisher

References Available Upon Request

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