

Toni Grosinsky

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Summary

Web 2.0 enthusiast with a strong understanding of design standards in both print and digital environments. I am able to design conceptually as well as practically and have extensive experience conducting user research.

Education

Michigan State University
B.A. Professional Writing

East Lansing, MI
Aug 2003- May 2008

Specialization in Digital and Technical Writing
Relevant coursework: web authoring, digital media design and usability analysis

MSU Study Abroad
Photo Communication

United Kingdom, Prague
June 2006-Aug 2006

Studied architecture, art, advertising, history and culture of European cities through photography

Experience

WIDE Research Center
Web Developer

East Lansing, MI
May 2007 - Dec 2007

- Designed and developed user interfaces, MySQL databases and form elements
- Implemented other's designs in PHP, HTML and CSS
- Created mockups, wireframes and prototypes for web applications
- Planned and implemented user interactions
- Researched user behaviors and interactions

Kairos Online Journal
Copyeditor intern

East Lansing, MI
May 2007- Aug 2007

- Proofread and edited content for scholarly journal
- Edited HTML and CSS, making sure it validated
- Redefined file organization and structure
- Sized, cropped and optimized images

Darling Homes & Realty
Licensed Real Estate Agent

Flushing, MI
Aug 2006 - Mar 2007

- Generated lists of properties that are compatible with clients' needs
- Prepared documents such as purchase agreements and closing statements
- Acted as an intermediary in negotiations between clients
- Designed marketing products such as flyers and signs

Rogers Transport
Dispatcher

Detroit, MI
May 2000-Aug 2004

- Interacted with major companies in the steel industry
- Assigned drivers with freight information
- Handled billing and payroll paperwork
- Generated weekly production reports
- Directed incoming calls and maintained filing system

Skills, Software & Computer Languages

Adobe: Photoshop, InDesign, Illustrator, Macromedia: Dreamweaver, Microsoft: Word, Excel, Access, PowerPoint, Apple: iMovie, Keynote, Numbers, Pages, Google: Sketch-Up

Computer platforms and languages
MacOSX, MacOS, Windows/DOS, HTML, XHTML, XML, CSS, PHP, JavaScript