

SCOTT SALOUM

Mobile: 612.414.5191
Scott@Saloum.com

Online Portfolio
www.saloum.com/portfolio

Computer Skills

- Dreamweaver
- Fireworks
- Photoshop
- PowerPoint
- Word
- Excel
- Access
- Publisher
- Outlook
- Illustrator
- Acrobat
- Internet

Sites Designed

www.mntownships.org
www.mendota-heights.com
www.lmcd.org
www.jenkinsweddings.com
www.backlandoutdoors.com
www.locatorequipment.com
www.teganmarketing.com
www.exportinstitute.com
www.gbihomes.com

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EXPERIENCE

Communications Coordinator

Minnesota Association of Townships, St. Michael, MN

March 03 - Present

Skills and Responsibilities:

- Update website, improve functionality, and maintain content
- Develop graphics for promotional items, clothing, and signs
- Create logos for Annual Conferences, Insurance Agency, and training seminars
- Generate files for brochures, pamphlets, flyers, and booklets
- Director of Exhibitors at Annual Conference
- Write bi-monthly newspaper article for MN Township News
- Prepare images, articles, forms, and graphics for MN Township News paper
- Editor and Proof-reader for MN Township News paper
- Arrange and coordinate facilities for educational training seminars
- Design and utilize databases for registrations and exhibitors
- Serve as Technical support for Windows 2000 server, DSL, Exchange Email
- Photograph important speakers at events and prepare for website & newspaper

Webmaster

Sihope Communications, Bloomington, MN

March 00 – March 03

Skills and Responsibilities:

- Collaborate with customers (Information Architecture)
- Design multiple concepts for web sites
- Create sites using Dreamweaver, Fireworks, Illustrator and Photoshop
- Work with programmers on backend databases incorporating ASP
- Install and customize e-commerce shopping carts using HTML and Perl
- Layout and construct navigation based on collaboration with customer
- Implement JavaScript and DHTML to meet specific requirements
- Identify and fix HTML, JavaScript, ASP and Perl code errors
- Update and maintain content for various client web sites
- Upload/download/troubleshoot FTP and HTTP
- Proficient in all Windows operating systems and Macintosh OS 8+
- Troubleshoot Internet connection problems/ Technical Customer Service

Instructor

Hennepin Technical College, Eden Prairie, MN

August 01 – June 03

Skills and Responsibilities:

- Train students on Dreamweaver 4 as part of the Web Design Diploma
- Prepare lectures and projects to enhance text book learning
- Answer questions regarding the program and the field of web design

EDUCATION

Web Design Program, 1999 - 2001

Hennepin Technical College, 9200 Flying Cloud Drive, Eden Prairie, MN

Relevant Coursework: Layout/Design I & II, HTML, Graphic Preparation, Animation

Bachelor Degree of Elective Studies

St. Cloud State University, St. Cloud, MN

Program Focus: Art/Design with English Emphasis