

SCOTT SALOUM

Mobile: 763.486.6798
Scott@Saloum.com

Online Portfolio

www.saloum.com/portfolio

Computer Skills

- Dreamweaver MX
- Fireworks MX
- Photoshop CS2
- PowerPoint
- Word
- Excel
- Access
- Publisher
- Outlook
- Illustrator 8
- Acrobat 7
- Internet

Sites Designed

www.mntownships.org
www.mendota-heights.com
www.lmcd.org
www.locatorequipment.com
www.exportinstitute.com
www.gbihomes.com
www.armcom.com
www.bcreativetreasures.com
www.saloum.com

11319 68th St NE
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EXPERIENCE

Event Planner / Communications Coordinator

Minnesota Association of Townships, St. Michael, MN March 03 - Present

Event Planning – Trade Show and 28 Training Meetings

- Arrange and coordinate facilities with property staff
- Work with City Visitor Bureaus to locate potential facilities
- Determine food/beverage choices that remain within budget
- Figure out costs to help set the registration fees
- Prepare and maintain audio visual equipment
- Onsite setup and tear down of registration desk and AV equipment
- Handle registrations and act as onsite registrar
- Design and utilize databases (Access) for registrations and exhibitors
- Create event signs and promotional materials
- Provide direction for other team members
- Coordinate with speakers and faculty on AV needs and time frames
- Setup and tear down of company exhibit booth
- Design exhibitor invitations, confirmation packets, flyers and handouts
- Assemble welcome folders, name badges, tickets, printouts for exhibitors
- Layout exhibit floor for 45 exhibitors, 3 large vehicles, and entertainment
- Arrange entertainment and food for exhibit show
- Develop exhibitor evaluation, thank you, BINGO card, and door prizes

Communications Coordinator

- Graphic design – create logos, graphics, and images
- Layout covers to booklets, forms for mailings, and look of postcards
- Prepare artwork to be used by printers for promotional materials
- Webmaster – design and maintain website using web interface
- Prepare images, graphics, mastheads, and logos for website
- Convert documents to PDF and make interactive PDF forms
- Managing Editor for bi-monthly newspaper (MN Township News)
- Prepare images, articles, forms, and graphics for MN Township News paper
- Serve as Technical support for Windows 2003 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
- 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
- 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

REFERENCES

Colleen Klatke

MN Association of Townships, Secretary for the Executive Director

805 Central Ave E

St Michael, MN 55376

763-497-2330

Mike Davis

Sihope Communications, Owner

3601 Minnesota Drive

Suite 520

Bloomington, MN 55435

952-548-2000