

Barb Manning

Contact

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Education

Davis College (2006-)
(Graphic Design)
Ohio State University
(Graduate School, History)
Valdosta University, BA
(English and History)
University of Toledo
(English and Anthropology)

Profile

- Design, develop, and maintain websites for small businesses and non-profits using industry-standard tools such as Dreamweaver and coding.
- Create dramatic images for newsletters, print ads, brochures, and interactive media using Photoshop, InDesign, Illustrator, Flash, and other tools such as pen, pencil, and charcoal.
- Develop relational databases using Microsoft Access.
- Organize a small, annual disability-related trade show event; coordinating over 100 vendor participants at the Toledo Zoo.

Competencies

- Strong communication skills; able to communicate across all levels within a business
- Excellent organizational, multi-tasking and problem-solving skills
- Highly computer literate; proficient at advanced levels on multiple software programs
- Highly motivated, reliable, confident and committed to professional standards
- Able to take the initiative, formulate plans to solve problems and create new solutions

Software Competencies

Photoshop CS3	Flash CS3	Access 2007
Dreamweaver CS3	Illustrator CS3	PowerPoint 2007
InDesign CS3	LifeCycle CS3	CSS, XHTML, HTML, Javascript

Career Experiences

Database Coordinator/Social Media Specialist (2009-) Ability Center, Ohio

Responsible for maintaining agency databases and providing necessary reports to staff and the public
Work to engage the disability community and the public on issues and concerns that are important to organizations serving people with disabilities

Information Specialist (2006-2009) Ability Center, Sylvania Ohio

Process incoming calls from individuals seeking assistance or information on disability-related topics
Maintain community information database of over 4,100 resources

Publications / Web Coordinator (06/1999-2006) Ability Center, Sylvania Ohio

Plan, design and edit agency brochures, reports, flyers, newsletters, and other publications
Develop and maintain the agency's web site

Awards and Affiliations

President's List (2007-Current)
Third Place, Davis College Art Show 2007
Davis College Graphic Design Student Group - Active Member

