



Solstice Designs, llc

Award Winning Custom
Web Design
Graphic Design
Advertising & PR

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Dear Hiring Authority,

Recently I learned through the Internet, that your company is in need of a Marketing Web Director. Please review my digital resume and consider me for the position. If necessary, I can provide a printed copy of my resume highlighting all of my past experience and education.

I have a combined total of 15 years experience working in the Advertising & Web Development field. I am experienced in all aspects and phases of Advertising, Marketing, Web Development, Project Management, E-learning development and have consulted and trained organizations in a variety of industries. Prior to founding Solstice Designs, I was the director of advertising for a multi-million dollar Information Technology Firm for over 10 years where I supervised and directed an in-house creative department. While there I gained vast experience in creative consulting, advertising strategies, team motivation and training, and web development. My recent projects include on-site project management, e-learning course development and web consulting for Northwestern Mutual Financial Network in Field Training and Development.

I have worked directly for Omni Resources and its individual web clients from 1991 to 2007. I have been doing advertising, training, project management, web development, and graphic design for a combined total of 15 years for various clients throughout the Midwest.

I am currently an active member of the E-Learning Guild, Administrative Management Association, HTML Writers Guild, The International Webmasters Association, International Association of Web Masters and Designers, and MacroMedia Users Group.

I have experience in the business, financial, and management areas of advertising and web development. I am equally talented in e-learning course development. I also have cutting edge experience with advertising on the Internet as well as creation and maintenance of many websites. I have a positive attitude, excellent communication and interpersonal skills. I am a versatile, hardworking, and detail oriented individual. I enjoy a wide variety of projects and I am anxious to learn how my skills can benefit your company. Give the change I know I can be a valuable asset to your company.

I am available for a personal interview Monday through Friday after 4:00 p.m. Presently my required salary range is \$85,000 - \$95,000.

If you have any questions regarding my resume or would like personal references, please contact me at your earliest convenience at (414) 791-6748. Thank you.

Sincerely,

Michele Kellner