



MARA SWENSON

WEB DEVELOPER/MARKETING
SPECIALIST

OVERVIEW

Past experience covers a wide range of responsibilities in customer service, account management, computer work.

SKILLS & ABILITIES

HTML5, JavaScript, WordPress, HubSpot, MS SQL, MySQL, Bootstrap, PHP, some Ruby on Rails, Linux, Microsoft Office Expert

VITALS

3636 Skylark Ln SE,
Cedar Rapids, IA 52403

T 319-361-6393

E mswenson2@gmail.com

W maraswenson.com

EXPERIENCE

WEB DEVELOPER

DE NOVO MARKETING, CEDAR RAPIDS, IA

DEC 2017 - PRESENT

Coordinated with marketing and sales to prepare updates for client websites. Experience in analyzing, designing, and implementing web-based applications using HTML5, CSS3, WordPress, JavaScript, PHP, MySQL, HubSpot and other applications. Coordinated multiple projects simultaneously.

WEB DESIGNER

WEST MUSIC, CORALVILLE, IA

AUG 2016 – DEC 2017

Updated sites provided content and maintained link integrity based on clients' requests and objectives along with ADA compliance needs. Worked closely with marketing department to meet deadlines and execute campaigns.

WEB DESIGNER/IT SPECIALIST

TOWN SQUARE ALLERGY AND ASTHMA, CORALVILLE, IA

DEC 2014 – APR 2016

Installed all routers and hubs; updated and installed cabling for new switch. Performed and completed design and development of the Company website. Worked on all marketing campaigns and social media accounts. Maintained Linux server and provided security upgrades for company computers.

REGISTRATION SPECIALIST

ST. LUKE'S HOSPITAL, CEDAR RAPIDS, IA

NOV 2013 – JUL 2014

Assisted with contacting insurance companies to verify coverage and prior authorizations. Cleaned up medical records and linked guarantors. Maintained SharePoint account for Patient Access.

HOSTING SUPPORT SPECIALIST

GODADDY, HIAWATHA, IA

MAY 2011 – SEP 2012

Answered incoming calls - average 30 per day - resolving issues with customers and billing department. Assisted with installation of SSLs and DNS changes. Assisted customers with issues with their servers, databases, hosting accounts, and websites.

MANAGER

OFFICEMAX, CEDAR RAPIDS, IA

DEC 2006 – MAY 2011

Top sales representative for 4 years. Assisted customers with furniture, technology and design orders. Closing manager responsible for 25 employees. Drafted bank deposits and creating schedules.

EDUCATION

MOUNT VERNON HIGH SCHOOL

MAY 2006