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Lynn Almengor

SUMMARY

Strong background in image, web, and copy editing, combined with attention to organizational detail, desire for continual learning, and ability to work well independently or as part of a team.

SKILLS

- **Technical Languages** – HTML, CSS
- **Photo, Video, and Web Editing** – Photoshop, Illustrator, InDesign, Premiere, Dreamweaver
- **Web Management Systems** – Ektron, EpiServer, Google Analytics, Salesforce
- **Copyediting and Proofreading**
- **Microsoft Word, Excel, Outlook**

PROFESSIONAL EXPERIENCE

DREXEL UNIVERSITY ONLINE, Philadelphia, PA
Website Producer — 2013-Present

- Create/maintain web pages for 150+ academic programs, ensuring content accuracy and design consistency
- Research, recommend, and implement best practices for user experience and content strategy
- Conduct competitor research, usability testing, and website traffic analysis
- Collaborated with graphic designers and web developers to launch multiple full website redesigns
- Meet with internal stakeholders to keep informed of company needs and student trends
- Audit web pages for SEO and link integrity

Applicant Services Associate — 2006-2013

- Communicated with prospective students via phone and email about the application process, maintaining an active knowledge of all current online programs
- Managed approximately 500 application files at a time, keeping accurate records of supporting documents through data entry, virtual filing, and exception reporting
- Assisted in new systems beta testing, creating email templates, and training new hires

PLAID CORE PRODUCTIONS, Philadelphia, PA
Novelist, Filmmaker, Designer, Marketer — 2005-Present

- Wrote and published a novel, *Now That We're Adults*, which received a starred review in Booklist
- Wrote, directed, photographed, and edited four independent films
- Designed promotional art and websites
- Managed event planning, crew schedules, technical logs, and advertising
- Copyedited manuscripts for other authors

EDUCATION

ARCADIA UNIVERSITY, Glenside, PA
BA in Video Communication, Magna Cum Laude