

JANE RANKIN

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SUMMARY OF QUALIFICATIONS

~ Extensive experience in Microsoft Office & Adobe Creative Suite 3 applications
~ Excellent communication skills

COMPUTER SKILLS

~ Adobe CS3: Photoshop, Illustrator, InDesign, Dreamweaver, Acrobat, Basic Flash
~ Microsoft Office Suite: MSWord, Excel, PowerPoint, Outlook
~ Corel Office Suite: WordPerfect, Quattro Pro, Corel Presentations
~ xHTML/CSS

WORK EXPERIENCE

Web Designer/Developer, Freelance: 2008 to Present

Portfolio: <http://www.jerankin.com>

~ Design and develop W3C compliant web sites and templates using current xHTML standards and CSS2 style sheets.
~ Create and prepare graphics and images for use on the web.
~ Test for cross-browser compatibility.

Jane Rankin, Medical Transcription & Business Services: 1998 to Present

~ Accurately transcribe medical documents and reports according to schedule.
~ Proof-read all reports for grammar, punctuation, and sentence structure.
~ Effectively interact and communicate with physicians and staff on a daily basis.
~ Design and create forms, brochures, certificates, and presentation materials.
~ Provide software training and support in Microsoft Office and Adobe Creative Suite applications.

Substitute Instructor, MediSoft, Empire College: June, July & October, 1998

~ Instructed all MediSoft classes while full-time instructor was on emergency medical and family leaves.
~ Previewed and beta-tested new Windows version of MediSoft software, revised chapter instructions as necessary.
~ Instructed and assisted students in computer lab.
~ Designed final examination.

Supervisor, Thermoplastics Division, Sola Optical, USA: 1989 to 1997

~ Supervised, trained, and evaluated third-shift employees in all phases of lens manufacturing including: fabrication, inspection, coating, packaging, shipping procedures, quality control, equipment maintenance, and trouble shooting.
~ Successfully met and maintained all departmental production and safety standards.
~ Trained all operators in the use of control charts and computer applications including: Windows, MSWord, Excel, and PowerPoint.

EDUCATION

Santa Rosa Junior College

Major: Multimedia/Web Graphic Design ~ In progress

Empire College

Major: Medical Transcription ~ 1998

AWARDS

Dean's Highest Honors, Santa Rosa Junior College ~ Fall 2007 & Spring 2008
W.B. Saunders Publishing Award, Empire College ~ July 1998
President's Honors, Empire College ~ July 1998
Extra Mile Award, Sola Optical, USA ~ February 1997