

CHERYL FEYEN DESIGNS

**WEB
DESIGN**

**PROJECT
MGMT.**

CHERYL FEYEN

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WWW.CHERYLFEYEN.COM

I MANAGE ALL THE PIECES OF YOUR WEB-PROJECT PUZZLE.

OBJECTIVE:

I want to create a unique, beautiful and user-friendly website for your company.

GENERAL SUMMARY

I am hard-working and self motivated. I work well alone, in teams of 2-100, in person or at a distance.

PROFESSIONAL SKILLS

Web Design and Graphics Skills

Adobe Captivate
Adobe Director
Adobe Dreamweaver
Adobe Fireworks
Adobe Flash
Adobe Illustrator
Adobe Photoshop
Adobe Premier Elements
Microsoft Front Page
PHP
Java script
MySQL
Audacity

General Office Skills

Microsoft Access
Microsoft Excel
Microsoft Power Point
Microsoft Publisher
Microsoft Word
Quick Books
Quicken
Proprietary Accounting Systems
Proprietary Letters of Credit System
Customer Service
Data Entry
10 key Calculator

Project Management Skills

Project Management Process
Preparing training materials
Technology Help Desk
Train users on various systems
UAT plans and testing
Writing User Manuals
Microsoft Project
Microsoft Visio

EDUCATION

Web Design and Interactive Multimedia

2008 – Present Art Institute of Pittsburgh, Online Division
 – Working on Bachelor's Degree
 Associates Degree August 2012

Accounting, Business Administration, Computer Technology, Marketing
1999 – 2001 DePaul University, School of New Learning, Chicago, IL
1980 – 1992 Joliet Jr. College, Joliet, IL
1973 – 1978 Moraine Valley Community College, Palos Hts., IL

EMPLOYMENT HISTORY

May 2011 – Present

Magickal Media <http://www.magickal-media.com>

Web Designer – designed the website, publish weekly content, site maintenance

1973 – 2003

Bank of America (formerly Continental Bank) – RETIRED
231 S. LaSalle, Chicago, IL 60697

1994 – 2003 International Trade Finance – Technology Project Management

- Managed various technology upgrade projects, system conversions as part of merger transitions, and Y2K upgrades and testing.
- Analyzed business needs for technology enhancements, wrote business requirements documents, acted as liaison with programming teams, wrote and implemented testing requirements and plans.
- user manuals and prepared training materials for business users, and taught training classes for business users.
- Developed and managed Technology Help call center for 180 users across 9 sites from New York to Los Angeles.
- Served on the Trade Finance User Board of the American Management Systems.

1991 – 1994 International Trade Finance – Reconciliation Section Manager

- Developed reconciliation procedures for new system interfaces and reporting systems.
- Managed staff of 10 responsible for reconciling and reporting on Trade Finance portfolio of \$1billion.

1989 – 1991 International Trade Finance – System Implementation Team

- Analyzed business needs for new system implementation and financial interfaces, wrote business requirements documents, acted as liaison with programming teams, wrote and implemented testing requirements and plans.
- Wrote user manuals and prepared training materials for business users, and taught training classes for business users.