

# Donna French

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## Summary of Qualifications

Motivated IT professional with over 19 years of experience in gathering requirements, implementing new procedures/technologies, and delivering long-term solutions that withstand growth. Exceptional talent for improving business processes via technology-driven automation. Experience in all facets of implementing complete web presences from the ground up, automating multiple manual processes within a school district, software & web development, and web server administration. Soft skills include being a great people person with a passion for always working toward a solution, and a thirst for continuous growth in my professional and personal life. My years of IT experience have given me the opportunity to work on my own incentive, or come together with my team in order to achieve goals.

## Areas of Expertise

Testing & Troubleshooting | Project Management | System Administration  
Vendor Relations | Strategic Planning | Resource Allocation | Effective Communication  
Team Leadership | User Training & Support | Data Backup & Recovery

## Experience

### **That Computer Girl (self-employed) | IT Professional** **February 1999 – Present**

- Create/update web site(s) to add content and/or functionality
- Hardware, software, and network maintenance & upgrades
- Training and instructional documentation
- Create graphics for print and web
- Web design & development
- Branding & marketing
- Social media management
- Search engine optimization
- Consulting
- Create & maintain backup processes
- Create & implement security measures & best practices

### **Gremillion & Pou | Programmer** **June 2016 – February 2017**

- Setup internal LAMP stack server for dev & external for staging
- Create & implement any functionality components for client web sites
- Create and implement backup client & internal systems
- Mentor junior designers & developers to ensure best practices and well documented code
- Automate internal processes to increase productivity & efficiency
- Research & maintain up-to-date knowledge on security issues and create proactive processes to avoid breaches

### **Atlanta ISD | Developer / Tech** **March 2013 – June 2016**

- Create custom web sites & applications for internal & external audiences
- Create and implement backup & security plan for external and internal web sites and applications
- Write SQL to automate integration of state database records into internal systems such as the LMS system & numerous software packages used throughout the district for students and staff
- Admin district wireless Internet Cisco access points
- Admin district Shoretel phone system
- Graphic design for web & printed materials
- Basic IT support for the district as needed
- Apple iOS Certified to support devices within the district

- Setup & maintain Linux web server
- Hardware repair – Mac & Windows devices
- Training and documentation

**Lane's Gifts | E-Commerce Director**

**January 2001 – February 2013**

- Created custom web site for ecommerce as well as intranet for internal use utilizing ColdFusion, SQL & HTML/CSS
- Maintained all hardware & software maintenance
- Setup & maintain internal network
- Create and implement security & backup plan for multiple internal systems
- Graphic design of web and printed materials
- Supervise/train junior associates to perform basic tasks/updates for web presence

**Walsh Lumpkin | Web Production Specialist**

**October 1999 – January 2001**

- Develop websites from wireframes
- Test and troubleshoot display and rendering issues on variety of browsers and devices
- Maintain client websites and portals
- Work with subject matter experts to develop new implementation strategies
- Utilized people skills and effective communication within the marketing department to ensure that requirements were translated effectively to the IT department

**Education**

**Full Sail University | Bachelor of Science**

**August 2015**

Graduated as Salutatorian with a 3.25 GPA - concentration in Web Design & Development

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| <ul style="list-style-type: none"> <li>• Human Computer Interaction &amp; Usability</li> <li>• Web Standards Design</li> <li>• Psychology of Human Interaction</li> <li>• Intellectual Property &amp; Law</li> <li>• Concepts of Object Oriented Programming</li> <li>• Project Management &amp; Assessment</li> <li>• Principles of Production Process</li> <li>• Network and Server Structures</li> <li>• Advanced Computer Graphics</li> <li>• Designing Computer Graphics</li> <li>• History of Visual Communication</li> </ul> | <ul style="list-style-type: none"> <li>• Flash Design and Animation</li> <li>• Project Management and Assessment I, II, &amp; III</li> <li>• Flash Fundamentals</li> <li>• Flash ActionScript Techniques</li> <li>• Rich Media Optimization</li> <li>• Deployment of Flash Projects</li> <li>• Design Patterns for Web Programming</li> <li>• Server Side Languages</li> <li>• Database Structures</li> <li>• Mobile Device Deployment</li> <li>• Interpersonal Communication</li> </ul> |
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**Full Sail University | Communication and Media Studies - Certificate**

**December 2014**

Intro to Media Communications & Technologies, New Media Tools, Aesthetics & Theory of Communications, Career Development Skills

**Texarkana College | Computer Science**

**1995 - 1998**

Approximately 30 semester hours including BASIC, COBOL, ASP.NET, Web Programming, Computer Logic

## Certifications

### **Microsoft SQL Server 2016 Essential Training**

February 2017 | License 574035  
Lynda.com

### **SQL Server: Triggers, Stored Procedures, and Functions**

February 2017 | License 87D78D  
Lynda.com

### **WordPress Developer Tips: Information Architecture and the Template Hierarchy**

October 2016 | License 6B7AAC  
Lynda.com

### **WordPress Workflows**

October 2016 | License BADDA5  
Lynda.com

### **Max OS X Yosemite New Features**

February 2015 | License 955D77  
Lynda.com

### **Apple iOS Qualification**

January 2014  
Apple

### **Interaction Design Fundamentals**

September 2012 | License  
2103605ED39E46A8B0487B6D58F251B7

### **Querying Microsoft Server 2016 Databases**

February 2017 | License D5CD47  
Lynda.com

### **WordPress: Custom Post Types and Taxonomies**

November 2016 | License B9108F  
Lynda.com

### **WordPress Plugins: Advanced Custom Fields**

October 2016 | License C4B859  
Lynda.com

### **WordPress: Building Child Themes**

October 2016 | License 375461  
Lynda.com

### **WordPress and Genesis: Building Child Themes from Scratch**

June 2016 | License 61F449

### **Up and Running with Bootstrap 3**

December 2014 | License  
AFA32367481B442AA9C61FCA622C335F

### **Practical Apache Web Server Administration**

August 2016 | License 016551  
Lynda.com

## Professional/Community Involvement

### **Texarkana Area Information Technology User Group**

*Steering Committee Member*

### **Expert on JustAnswer.com**

Verified Expert in the following categories: Computer, Programming, Mac