

RAQUEL K. MCCLURE

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COMPUTER SKILLS:

Thorough knowledge of the internal workings of a computer - installation of hardware and software, graphic design skills- extensive knowledge of Photoshop, FLASH and Illustrator, web design skills- hand code HTML, PHP, JavaScript, thoroughly familiar with Microsoft office products, excellent organizational skills, extensive managerial skills, extremely fast learner, self-starter, not afraid to ask questions, excellent interpersonal skills, dedicated, responsible and conscientious worker, skilled sales associate, literate in French, great sense of humor.

EXPERIENCE:

2004 to Present

Proxim, Inc. (Web Marketing Manager -- Consultant)

Web marketing reports-- gathering report information and creating an HTML page for viewing, web site updates(intranet, extranet, internet), creating HTML content for bulk emails and creation of monthly corporate and channel newsletters.

2002 to 2004

2Plus2 Partners, Inc. (Office Manager/CMS Manager/Quality Assurance)

HTML development and production, Content Management System Manager: developed user guide documentation and tested CMS functionality, quality assurance/ testing for website updates/upgrades, performed weekly updates to the Port of Oakland website as well as other client sites, business development support, inputting billable hours for entire staff, travel arrangements, maintain/update files and filing system, voicemail system maintenance, and stock room supply maintenance.

2001 to 2002

Kelly Services (Administrative Assistant - Contractor)

BERLEX Laboratories, Inc. (January 2002 to November 2002)- Administrative Assistant for Regulatory Affairs- Maintained FDA correspondence files, directed FDA phone calls, produced PowerPoint presentations, proof-read package inserts, prepared FDA submissions, expense reports, specialized internet/computer projects.

BERLEX Laboratories, Inc. (September 2001 to October 2001) - Administrative Assistant for the Legal Department - handled all of the day-to-day correspondence and contract preparation.

1999 to 2001

Web YP, Inc. (HTML Designer) met regularly with business development head to plan site improvements and to discuss potential private label and co-brand opportunities, in charge of private label and co-brand creation, created and designed one-off sites, responsible for WorldPages.com site maintenance, graphics editing and creation and cross browser compatibility.

1997 to Present

McClure Designs (Owner) Multimedia and jewelry design: budget creation/maintenance, correspondence, office management, graphic design, web design, video production, marketing and jewelry design/production.

PROGRAMS:

MS Word, MS Excel, MS Publisher, MS PowerPoint, MS Outlook, Access, TimeSlips, Lotus Notes, Photoshop, Illustrator, ImageReady, Premiere, AfterEffects, Hometown, DreamWeaver, Flash, GifMovieGear, AcidPro, CoolEdit2000, FTP Programs (Leech, BulletProof, etc.), TelNet, Non-Linear Editing Systems: Media100, Video Toaster Flyer and Matrox RT2000.

LANGUAGES:

HTML (hand code), JavaScript, familiar with and/or can manipulate the following: Perl/cgi, UNIX, TCL, ASP and PHP.

References provided upon request