

Phaewryn J.D. O'Guin

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SUMMARY

Fourteen years' experience in website design. Five years' experience in information technology and computer system maintenance and administration.

EDUCATION

Community College of Vermont, Springfield, Vermont, USA

Network Administration/Computer Systems Management/S.T.E.M. Studies

2016 – Present (to graduate June 2019)

Related Course Work

- ✓ Desktop Operating Systems
- ✓ PC Hardware
- ✓ Computer Applications
- ✓ Management Information Systems
- ✓ Concepts of Local Area Networks
- ✓ Java Development
- ✓ Introduction to Computer Science
- ✓ Project Management
- ✓ Computer User Support
- ✓ Technical Writing and Research

Stephens College, Columbia, Missouri, USA

Equestrian Science

1994 – 1995

LEADERSHIP AND HONORS

Community College of Vermont:

- May 2018 – I achieved President's Honor status for the Spring 2018 semester at the Community College of Vermont for earning a 4.0 semester GPA while carrying 12 or more credits.
 - January 2018 – I achieved President's Honor status for the Fall 2017 semester at the Community College of Vermont for earning a 4.0 semester GPA while carrying 12 or more credits.
 - 2016—Present – I have maintained a 4.0 GPA for the duration of my studies at the Community College of Vermont.
 - November 2017 – I attended trainings and became a campus financial literacy coach. I offered a financial literacy workshop at the campus in November 2017 to help students identify smart financial choices for their futures.
 - May 2017 - I planned and organized a booth for the Vermont Give's "Day of Giving" event in May 2017 where I dispersed information about nonprofit organizations in our community and educated residents about volunteer opportunities and how to donate to our community's charitable organizations.
 - November 2016 - I organized and operated Hunger & Homelessness Week event in November 2016 where I collected donations to disperse to area homeless shelters and educated students about volunteer opportunities in our communities.
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PROFESSIONAL EXPERIENCE

Freelance Website Designer

I have been designing and building websites since 2004. I enjoy hand-coding in HTML and CSS, but also have extensive experience in Wordpress as well as experience in other PHP environments and editors. I have a solid understanding of search engine optimization (SEO) and a passion for graphic design which allows me to create dynamic, modern, and engaging websites for my clients. My strongest skill is engaging my clients and working within the boundaries of client expectations to produce vivid, eye-catching style while making clients feel like the finished product is 100% their own vision. I offer training, tutorials, and 24/7 support, empowering my clients so that they can actively manage and maintain their websites competently and confidently after the design is done.

Social Media Specialist

I specialize in the administration of social media accounts, posting content to Facebook Pages and other social media channels, and keeping followers up-to-date and involved in the organization. I work to ensure organizations maintain an active and engaging social media presence and connect to the communities they serve. I enjoy the challenge of developing a cohesive, professional image for an organization across their website and social media platforms. I include a social media refresh in my website design package.

Freelance Windows PC Administration and Repair

I have built, configured, reformatted, repaired, optimized, and maintained various Windows PCs as a side job, offering computer repair and administration services since 2011. I have experience installing hardware and software, system optimization, maintenance, data recovery, and troubleshooting.

SKILLS

- ✓ HTML/HTML5
- ✓ CSS
- ✓ Wordpress
- ✓ MS Office
- ✓ Google Apps
- ✓ GIMP/Adobe PS
- ✓ SEO optimization
- ✓ hardware installation
- ✓ software installation/setup
- ✓ computer networking
- ✓ Windows PC administration
- ✓ database administration
- ✓ office administration
- ✓ problem troubleshooting
- ✓ social media
- ✓ user training
- ✓ IT support
- ✓ project management
- ✓ writing documentation
- ✓ editing/proofreading
- ✓ research & design

CIVIC AND VOLUNTEER AFFILIATION

Pathways Vermont, Housing First Standing Committee, Windsor County Representative

March 2018 – Present

The standing committee meets quarterly to discuss program issues and challenges, to provide feedback, and to ensure program quality for all Pathways Vermont clients throughout the state of Vermont.

Institute of Electrical and Electronics Engineers, Green Mountain Section, Social Media Specialist

January 2017 – Present

As the Social Media Specialist, I manage IEEE Green Mountain Section's Facebook Page, keeping the membership up to date on engineering topics and learning opportunities, and providing the public with an active and engaging Facebook presence.

Upper Valley Habitat for Humanity, Website Design

October 2017 – Nov 2017

I redesigned the website for the Upper Valley Habitat for Humanity non-profit organization in White River Junction, Vermont, bringing modern function and style with rich features and easy maintainability for their administrative staff.

Pathways to Housing Vermont, Guest Speaker

March 2017

I was a guest speaker for Pathways Vermont, a nonprofit organization supporting people with a history of homelessness and mental illness, speaking at their 2nd Annual Breakfast Fundraiser in May 2017 to raise awareness of how Pathways helps our communities and serves people in need.

Greater Falls Warming Shelter, Guest Services Attendant

November 2013 – April 2016

I was an on-site overnight attendant for our community homeless shelter, ensuring guest safety and the enforcement of shelter rules and regulations.

Our Place Drop-In Center Inc, Food Shelf Volunteer

May 2011 – September 2014

General volunteer assuring access to food for those experiencing food insecurity in our community.

RECOMMENDATIONS

Available upon request.
