

Cathy Spicer-Sitzes

WEB GURU

Cathy Spicer-Sitzes
403 South Garrard Blvd
Richmond, CA 94801
415.609.0624
cathysitzes@gmail.com

www.cathysitzes.com
www.linkedin.com/in/csitzes

About Me

I am a management focused creative professional adept at driving production goals with an emphasis on meeting deadlines, streamlining processes and customer support/satisfaction. Core competencies include: project coordination, tracking/analysis, UI/UX, digital film/video, graphic design, communications, forecasting potential issues and generally keeping the calm.

Experience

Lawrence Hall of Science, UC Berkeley

Webmaster/Digital Communications Specialist 3
October 2016 - Present, Berkeley, CA

In collaboration with several clients, I consult on the creation and progress of electronic communications, website development, and other electronic media, involving writing, editing, production and/or programming. I produce the layout for a variety of non-routine and moderately complex web sites and mobile-based applications. I maintain the Lawrence Hall of Science branding and standards in conjunction with the University of California and I promote usability across all applications.

American Academy of Ophthalmology

Web Production Coordinator
December 2014 - November 2016, San Francisco, CA

I kept the Academy's websites in compliance with the Core Principles and web best practices by acting as a liaison between various groups, including internal staff and Academy members. I provided technical support, video production services, data analysis and strategy to Communications staff and authors, and helped to maintain the various public and member websites.

Google

Content Quality Coordinator (*contract position*)
July 2014 - November 2014, Mountain View, CA

I worked to enhance learning content creation through standardized guidelines, streamlined processes, and integrated tools. I advocated for, maintained and governed content quality and optimized the user experience through seamless UI design, data-driven improvement and enhanced technology. I also

created new educational and informative sites within the internal learning hub.

Dreamworks Animation

Production Coordinator

August 2011 - June 2014, Redwood City, CA

I worked with Lighting, Matte Painting, Image Finaling, Lustre, Layout and Animation to ensure that quotas, deadlines and inventory expectations were met. I acted as a point of coordination for various departments and provided administrative support as needed.

Dreamworks Animation

Technical Resource Administrator

August 2007 - August 2011, Redwood City, CA

I monitored and balanced the render farm load, assisted with errored jobs, monitored data I/O across various files systems and assisted in the day-to-day management of render hosts in addition to acting as a support contact for issues assigned to the department.

Education

Ex'pression College for Digital Arts

Bachelor of Arts, Animation & Visual Effects

Graduated 2007, Emeryville, CA

Lanier Technical College

Associates Degree, Computer Information Systems

Graduated 2001, Gainesville, GA

Skills

- Windows, Mac, Linux/Unix
- Wordpress, Drupal, Joomla
- HTML5, Bootstrap, CSS3, Sass, JavaScript, PHP
- Microsoft Office, Google Docs, Asana, Trello, Slack, Bootcamp, Mural
- Adobe Creative Suite - Premiere Pro, After Effects, Photoshop, Illustrator, Dreamweaver, InDesign, XD, Audition

Affiliations

- Member of the National Technical Honor Society
- CompTIA A+ Certification
- Cardinal Path Academy - Google Analytics Certification