

ADRIANNE L. HOOTEN

**Information Technology
Website Manager and Digital Engineer**
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Washington DC Metropolitan Area

HIGHLIGHTS

- Affected by 2025 Federal Government Reduction in Force (RIF)
- Federal Government Employee – Over 20 Years
- Veteran - Served Eight Years Active-Duty Air Force
- UMUC B.S. Degree – Digital Media & Web Technology
- Superb Customer Service and Oral Communication Skills
- Website Developer, Database Manager, Graphic Designer
- HTML, HTML5, CSS, JavaScript, Java, MS Access, SharePoint
- Enthusiastic, Flexible, Resourceful, Quick Learner and Team Player!

ACADEMIC QUALIFICATIONS

University of Maryland University College - May 2016
Bachelor of Science in Digital Media & Web Technology
Minor in Communication Studies

Core Courses	Grade Received
Introductory Programming (Java and Python)	A
Fundamentals of Digital Media	A
Digital Media and Society	A
Concepts & Applications of Information Technology	A
Current Trends & Projects in Digital Media & Web Technology	A
Information Systems in Organizations	A
Computer Systems Architecture	B
Principles of Web Design & Technology I	B
Principles of Web Design & Technology II	B
Introduction to Interactive Design	B
Ethics in Information Technology	B
Technology & Culture	B

Certificates

Certified – Lean Six Sigma Yellow Belt

COMPETENCIES

- CSS
- JavaScript
- HTML & HTML5
- Java
- Digital Media
- Relational Database
- Python
- User Interface
- Microsoft Publisher
- Marketing
- Website Design
- Microsoft SharePoint
- Infographics
- Website Strategy
- Interpersonal Communication
- Social Media
- Microsoft Access
- System Development Life Cycle
- Microsoft Excel
- Microsoft PowerPoint
- CyberLink Video Software
- Microsoft Word
- Microsoft InfoPath
- Wire Framing and Storyboarding

EMPLOYMENT

2021-Present: National Institutes of Health
2016-2021: Veterans Benefits Administration
2010-2016: Walter Reed
2004-2010: Pentagon
1996-2004: United States Air Force

SKILL OVERVIEW

Plans, designs, develops, tests, implements, and manages databases and websites for both the Internet and Intranet. Creates systems, applications development and perform technical management of technology-based content.

Directs design of unique projects from inception to completion through application of innovative solutions in the use of multimedia technologies. Incorporates System Life Cycle Development (SDLC).

Manages production of electronic and printed material in the form of slides, displays, newsletters, pamphlets, web pages, posters, and leaflets for various activities.

Writing cross-browser compliant XHTML, CSS & JavaScript.

Simultaneously managing several databases and reporting tools.

Performs well in all situations. Uses sound judgment and logic to solve difficult problems. Conducts solid research to find solid answers to solutions.

Rapidly acquires in-depth knowledge of intricate systems and operations.

SKILLS

- **Website Management** – Create websites and web pages using scripting languages. Utilize Hyper Text Mark-Up Language (HTML), Cascading Style Sheets (CSS), JavaScript, Digital Media and Infographics to create informative, appealing, easy to navigate interactive websites and webpages. Incorporates the needs of stakeholders and works closely with customers. Create websites and webpages from start to finish inclusive of project planning techniques such as System Development Life Cycle and Wire framing. Personally, write web content utilizing proper grammar, good flow of content, and accuracy. Ensures all material presented is in compliance with copyright requirements and that Web design is in compliance with Americans with Disabilities Act for accessibility.
- **Project Management** – Directs design of unique projects from inception to completion through application of innovative solutions in the use of multimedia technologies. Incorporates the Information Technology Systems Management (ITIM) approach. Provide services through strategy, design, transition, operation and improvement. Present System Development Life Cycle (SDLC) and Wireframe for website and database projects. Manage internal/external websites and databases to optimize communication and resources. Map overall design and structure by testing production activities for performance measures and requirements. Implement internal control procedures to efficiently and effectively manage resources.
- **Analysis** – Review and analyze project performance with emphasis on end user and customer-based needs. Create quality control measures to obtain feedback and statistical data for short- and long-term planning and process improvement.
- **Customer Service** - Believes in putting the customer first. Works closely with management and customers to recommend methods and techniques to produce desired products, determine impact and emphasis of outcomes. Assist in time phasing by advising customers of the time required through a timeline of events.
- **Data Management** – Collects and compiles data within databases, dashboards, and reporting tools to effectively sort and recall information in an efficient and timely manner. Works with functional proponents of databases to convert databases to interactive HTML web page files. Assists with technical advice and information for efficient data transmission.
- **Oral Communication** - I have superb communication skills with a minor in Communication Studies obtained from the University of Maryland University College encompassing all aspects of interpersonal communication. I'm deemed an excellent public speaker and communicator by my Professors and Senior Leaders. I've spoken numerous times in public forums to include executive briefings inclusive of question-and-answer sessions.
- **Social Media** – Create appealing social media profiles on Facebook, Twitter, YouTube and Blog sites providing an online presence to market products, services, resources and information. Create niche, strategy and utilize targeted audience techniques to recruit, engage and maintain audiences. Incorporates appealing eye-catching graphic design and digital media to increase social media and website traffic by attracting the maximum number of users using industry best practices. Respond promptly to inquiries and provide daily push notifications.

*References available upon request.