

## Charity M. Colvin

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### SUMMARY OF QUALIFICATIONS

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Presidential Top Secret Security Clearance (TS/SCI) with CI poly and T/KI/G

Eleven years as a photographer and multimedia specialist with more than seven years supervising and managing photographers and a graphic designer. Produced still imagery, video and other media for the offices of the U.S. President, U.S. Secretary of Defense and national media.

Nine years experience in building web pages using HTML, CSS, XML, and Flash ActionScript along with Adobe programs. Produced an extensive “How To” application on the installation, operation and troubleshooting of the INMARSAT system for use by soldiers in Operation Iraqi Freedom I. Responsible for the complete Flash redesign for National Geospatial-Intelligence Agency College and Defense Security Service (DSS).

Specializes in web design/development, web site redesign, information architecture, UI design, skin design, e-Learning, and Flash animated graphics.

Trained in Agile, Kanban and Lean development methodologies.

Extensive experience developing and maintaining multimedia and websites in compliance with Section 508, W3C and other accessibility standards.

Received numerous awards for photography and graphic designs.

Proficient with Adobe Photoshop, Adobe Flash, Adobe Illustrator, Adobe Premiere, Avid Media Composer, ACDSee, Adobe PageMaker, Adobe Acrobat, HTML, DHTML, XHTML, Adobe InDesign, ActionScript, Adobe LiveCycle, Microsoft Publisher, Macintosh OSX, DOS, Microsoft Office, Adobe Dreamweaver, NoteTab Pro, Maya Unlimited, Microsoft SharePoint, Cute FTP, Adobe ImageReady Balsamiq, Microsoft PowerPoint, Adobe After Effects, PERL scripts, JavaScript, Cascading Style Sheets (CSS), XML, Microsoft Visio, Adobe Bridge, Adobe Captivate, UML, Adobe Fireworks, Adobe AIR

### WORK EXPERIENCE

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#### **Multimedia and Interaction Designer/Developer**

Jan 2005 – Present

*Texas Dream Designs, Belton, TX (independent contractor)*

Work closely with client to develop web designs, logos, banners, and other graphic designs to create the appropriate look and feel to ensure that clients' products appeal to target audiences. Apply user experience and human factor methodologies to ensure usable and enjoyable experiences with the products. Create and design Flash

animation; forms; videos; e-learning materials; DVD menus; and design prototypes, including graphic design, site navigation properties, and content layout. Duties included website design, programming using ActionScript, HTML, XML, CSS, DHTML, and UML. Work closely with clients applying methodologies of Agile and Kanban development. Perform maintenance and updates to existing websites. Edit videos and restore and archive photographs. Write and edit copy for business development projects, including Requests for Information (RFIs) and Requests for Proposals (RFPs). Ensure that components integrate and interact correctly and identify potential design flaws before they become a problem. Review and validate all design specifications. Research and recommend future product needs or requirements. Maintain internal graphic design application toolset environment and systems, consisting of multiple graphic design and publication applications.

### **Graphic and User Experience Designer; IT Staff Augmentation Consultant**

July 2009 – Sept 2009

*Austin Ribbon & Computer (Contracted to Public Utility Commission of Texas)*

*Austin, TX*

Crusader for selling, intuiting and evolving a user-centered design (UCD) methodology into the agency's daily practices and procedures. Analyze, design and refine solutions and strategies to solve design problems, including site structure and navigation systems for content, and increase functionality of content. Conduct user research sessions, heuristic analysis and usability tests to aid in design and refinement of website. Facilitate collaborative design sessions with business stakeholders and IT colleagues. Design application structure and behavior through activity/mental models, sitemaps, wireframes, task flows, prototypes and personas. Design the structure and user experience of a project by translating client business requirements into functional requirements and information architecture for large Web-based applications; create user-centered design systems by employing user testing, participatory design techniques and ethnographic research to define site functionality, navigation and interaction. Execute Web production tasks, and programming including HTML, DHTML, CSS, XML and ActionScript for client applications and interactive prototypes. Consult with .Net developers and interact with teams of various high-level departments to develop scalable and maintainable designs. Advise and collaborated with SharePoint developer on projects. Establish Quality Assurance standards and techniques.

### **Multimedia and User Experience Design Specialist** Aug 2007 – May 2009

*McLane Advanced Technologies, Temple, TX*

Designed and managed interfaces to help ensure applications are easy and effective to use. Performed contextual user research and customer interviews. Analyzed user, customer, and business needs to define product requirements and ensure usability by the end user. Taught Adobe Flash at Baylor University. Daily practices included Agile and Kanban development procedures. Created interface design concepts of product applications, features and enhancements. Designed flows and navigation maps; personas; and heuristic evaluations. Developed design renderings/wireframes defining the user interface form, function, navigation, interaction, and basic screen design. Developed design comps and graphic elements in various media formats. Performed usability analysis to ensure ease-of-use for target users and accessibility per ADA Section 508 requirements guidelines. Responsible for developing media productions, including video, audio, animation and

motion media. Created motion graphics, edited video, storyboarding and created interactive programs and training material. Created Flash prototypes to ensure proper programming of interfaces and interaction when delivered to backend programmers. Created an original employee SharePoint design that included branding and user interface customization. Head of the company's Green Team for improving sustainability and reducing costs and waste around the office. Active member of the company's morale team to gauge the company environment and make direct recommendations to the CEO and owner to improve the company's work atmosphere.

**Flash Developer**

Aug 2007 – December 2007

*(TEK Systems Contracted to McLane Advanced Technologies, Temple, TX temp to hire)*

Responsible for developing and designing sustainable computer-based training (CBT) solutions to enhance learning capability across the U.S. Army. Installed and supported graphics and courseware authoring tools. Analyzed technical content and developed instructional design and lesson flow. Acted as QA to ensure all lessons met styles/standards/conventions set by customer and Project Lead. Analyzed technical content-produced lessons and animations for CBT modules. Analyzed, designed and implemented training conventions using knowledge of instructional theory and ability to create concrete objectives and methods for CBT product development. Resolved discrepancies from Army reviews and implemented solutions while meeting production schedule.

**Flash Designer/Web Developer**

February 2007- August 2007

*AT&T Inc., Irving, TX*

Responsible for instructional design, development and maintenance of leader-led, web-based, and synchronous courseware for AT&T employees. Installed, maintained, and graphic design tools as-needed, and supported others in the use of these applications. Developed highly interactive online training (using Adobe/Macromedia Flash) for AT&T call center service representatives who are responsible for selling AT&T's new suite of IP-based products/services to customers. Develops simulations (with logic), animations, training templates, interfaces and web pages using Flash. Assisted in configuration and maintenance Adobe software suite.

**Flash/Web Developer**

November 2006- February 2007

*Snell Enterprises Inc., Columbia, MD*

Designed and developed the new look and feel for the National Defense Security Service website for five different servers, each with a unique design. Duties included installing & supporting all creative & graphics tools; designing and maintaining web sites; creating custom web graphics and layouts; creating Flash intro, web programming, logo design, animated banners, copyrighting and content; writing, editing and proofreading a variety of documents; planning and preparing articles for online dissemination, web usability, accessibility, testing and debugging; website promotion and marketing, and client relations.

**Web Developer/Graphic Artist**

May 2005-November 2006

*Northrop Grumman, Springfield VA (Fort Belvoir)*

Designed, developed, implemented, and administered InnoVision web sites as required to meet the web requirements of various customers. Provided services such as linking to existing pages, updating links and pages, ensuring all links operate correctly, installation & support of graphic design/development tools, troubleshooting and repair of software-related web problems, and managing web site and network configurations. Designed and developed interactive multimedia presentations for the web, from concept through execution. Created Flash-based web pages. Created and integrated new graphics, improved existing graphics and presentation products. Sole contributor of implementing the infrastructure for a suite of software and applications for users.

**Graphic Artist**

January 2005-May 2005

*Atteclair Inc. Springfield, VA (Fort Belvoir)*

Created charts from text, short notes, hard-copy drafts and electronic drafts. Designed artistic detail and graphic elements to visually enhance charts per customer's specifications. Created conceptual graphics to visually display complex systems and ideas, design publications, brochures, pamphlets, cover pages and posters. Assisted staff with problems they encounter with computer systems graphic programs and; report verified troubles to vendors when appropriate.

**Supervisor Multimedia Documentation/Production**

May 1998-February 2005

*U.S. Army Fort Meade, MD and Germany*

Supervised and operated digital and film-based still and video equipment to document combat and non-combat operations. Supervised and operated television products in support of combat documentation, psychological operations, military intelligence, medical, public affairs, training and other functions. Developed an interactive training program for setting up and using portable satellites to prepare 112 employees who were deployed to Iraq. Vice President of Public Affairs and Marketing for the First in Battle chapter of the Association of the United States Army. Created a web page and novelty items for the First in Battle chapter, which had more than 400 members. Ensured quality still images for Department of the Army's promotion division. Created and designed company t-shirts. Configured, troubleshot, and managed software applications and work station and security infrastructure for Mac and Windows systems.

**PORTFOLIO**

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- <http://www.charitycolvin.com>
- <http://puc.state.tx.us>
- <http://www.steelform.us>
- <http://www.dss.mil>
- <http://www.linkedin.com/in/charitymcolvin>
- <http://sixrevisions.com/user-interface/11-excellent-twitter-improvement-ideas>