Elyse Lane

Contact

elyse.h.lane@gmail.com
918.852.3213
Bixby, OK 74008
elysehlane.com

Summary

Experienced marketing professional with extensive experience in web design and graphic design and a background in programming.

Skills

Adobe Creative Suite (Photoshop, Illustrator, InDesign)
Microsoft 365 Suite (Word, Excel, Powerpoint)
Wordpress
HTML
CSS
PHP
Divi
Elementor
WooCommerce
Google AdWords
Google Analytics
SEO
Mailchimp

Education

Bachelor of Fine Arts in Art
University of Science and Arts of Oklahoma, 2011
Focus in Graphic Design, Minor in Computer Science

Employment History

Web Developer
Quantus Creative - Tulsa, OK - July '22 - Present

Maintain and update over 70 websites, designed and created 14 sites. Primarily creating websites with Wordpress, utilizing CSS and HTML skills. Also responsible for graphic design and marketing automation.

Web Designer / Graphic Designer
Specialty Materials - Tulsa, OK - June '17 - July '22

Develop social media content. Create & manage all online published content. This includes designing and creating shirts using their products, photography, and writing copy. Designed, created, and maintained their website.

Assistant Director
KinderCare - Tulsa, OK - June '15 - July '17

Responsible for managing staff, training staff, & customer service with parents. Involved in marketing, sales, payroll, & billing. Lesson planning, teaching, & supervising children.

Sr. Customer Service Representative
MetLife - Tulsa, OK - Aug '14 - June '15

Handled customer inquires, complaints, & requests. Problem resolution & research to solve customer requests. Held high customer satisfaction numbers.

English Teacher
Meikyo Gakuin - Nagoya, Japan - Feb '12 - April '14

Taught students of various education levels English. Managed & lead classes of students. Involved in sales and customer service. Trained new teachers. Lead teachers as branch representative.

Freelance Work

Web Designer / Graphic Designer

Created numerous websites for clients, including two stores. For some clients, created brand guides including their logo, fonts, and brand colors.