



Rebecca Morris

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EXPERIENCE

Administrative Assistant

Jill Miller | Creative Solutions | Wichita, KS | 2018 - to present

Working with Jill Miller, owner of Creative Solutions and Headmistress of the Finishing School for Modern Women, is always exciting. On a weekly basis I wear many hats: I design fundraising fashion show fliers, create social media strategies for her clients, assist as a videographer, compile and summarize research, and update WordPress websites.

Freelance WordPress Management Coach | Web & Visual Designer

@rebthemaker | Wichita, KS | 2014 – to present

As a freelancer, I build custom WordPress websites for a variety of clients while working remotely from my home office. I recently completed a non-profit site for a local chapter of Soroptimist International and a membership site. Past projects have included an online health food store, and two creative portfolio sites, one for an artist and another for a photographer. My self-taught projects ranged from a cookie eCommerce site and a hand-coded music news site. I love helping small business owners, like myself, establish a strong online presence using WordPress.

Frontend Support Developer

Baseline Creative | Wichita, KS | 2016 - 2017

At Baseline Creative, I was responsible for troubleshooting CMS issues, updating content, testing forms and other advanced functionalities, configuring sites for better optimization, as well as creating tutorials for clients to help them navigate the backend of their sites. As a developer at Baseline, my goal was to complete tasks thoroughly and within the given deadline. One of my favorite parts of the job was helping clients administer their website with confidence.

IMPACT WORK

Programs VP

WPC | Wichita, KS | 2016

I served as Programs VP and was a board member for Wichita Professional Communicators. My duties included working to provide relevant programs for our monthly luncheons. WPC members include professionals in the communications industry throughout the Midwest. My leadership helped increase monthly audience sizes by about 5%.

EDUCATION

Wichita State University
Bachelor of General Studies
in Sociology & Visual Arts

SKILLS

Technical Skills

HTML5
CSS3
JavaScript
jQuery
Git
GitHub
Atom
Dreamweaver
GoDaddy Pro
Editing/updating existing websites & web applications

Design Skills

Powerpoint
Proposal Booklets
Adobe Photoshop
Adobe Illustrator
Adobe XD
Canva
Mobile-first
Photo Editing & Retouching

Content Skills

WordPress
G Suite
Brand Identity
Copywriting
Marketing
Photography
Video Editing
Social Media

