

lindsay vincent



SUMMARY Front-end web designer with background in web design, healthcare and science, possessing a unique combination of skills including empathy, attention to detail and ability to multitask and prioritize. Experience working with clients in sensitive, difficult situations. Strong analytical thinker with excellent oral and written communication skills, as well as strong organizational skills.

TECHNICAL SKILLS HTML, CSS, Wordpress, Adobe Suite (Photoshop, Illustrator, InDesign, XD), Photography

EDUCATION **Cuyahoga Community College**, Cleveland, OH Associate of Applied Business degree in Visual Communication & Design with a concentration in **Web & Interactive media**
Northwestern University, Chicago, IL Master of Science in Genetic Counseling
Cornell University, Ithaca, NY Bachelor of Science in Biology

EMPLOYMENT **Web Designer**, Lindsay Vincent Design
2019-present

- Collaborated with clients, in the fields of fine art and law, to transform their vision of their online presence through web design.
- Coordinated and communicated with clients to better understand their brand, their business goals and vision. Then redesigned and implemented new websites including writing HTML, CSS and working in wordpress.

Feb 2019-present **Social Media Manager | Web Designer**, Breads and Beyond Bakery, Parma, OH

- Increased sales by managing and promoting social media presence on several social media platforms (Facebook, Instagram, Twitter).
- Redesigned website and created new logo to help promote business and increase web presence. Created website that allows the owners to update it through WordPress and allows for a more streamlined, user friendly customer experience.

2014-2016 **Administrative Support Clerk | Receptionist**, Geauga Vision, Chagrin Falls, OH

- Managed patient records database and coordinated physician schedules, which facilitated efficient patient flow and increased customer satisfaction.
- Multi-tasked and triaged incoming patients and customers to assist optometrist and physicians achieve high customer satisfaction.

1997-2003 **Genetic Counselor**, Women & Infants Hospital, Providence, RI

- Researched and presented information to families with histories of birth defects or genetic disorders and those who may be at risk for inherited conditions.
- Coordinated and communicated time sensitive testing and results.
- Served as educator and resource to other health professionals and the public, and trained both genetic counseling and medical students.
- Advocated for patients, handling complex situations while gaining patient satisfaction.

VOLUNTEER **PTA Communications Chair**, Orange High School, Responsible for maintaining PTA website & social media accounts and newsletter
Science Fair PTA Coordinator, **PTA Co-chair Staff Appreciation**, **PTA & Classroom(s) volunteer**, Brady & Moreland Hills Elementary