

erin takeuchi

etakeuchi.com ■ erin@etakeuchi.com

303.993.9175 ■ 1057 W Century Dr Apt 320, Louisville, CO 80027

Recent Employment

August 2012 - Present

DigeTekS, LLC.

Web Developer, Office Manager

- Design Drupal sites for various clients
- Develop and promote in-house branding for all material; including social media
- Project management and scheduling
- Assist with various administrative needs; including: travel arrangements, email management

January 2011 - May 2011

Creighton Journalism, Media & Computing Department

Staff, Convergent Coordinator

- Introduce fundamental building blocks of graphic design to entry-level design students
- Assist with Department and Creightonian websites to enhance security and format
- Assist with promoting the Apple Authorized Training Center

January 2008 - December 2010

Creighton Skutt Student Center and Harper Center for Life & Learning

Building Manager

- Supervise student employees/staff
- Act as a liaison between guests, upper-level management personnel and staff

Design Experience

Fall 2009 - Present

Freelance Design

Friends of Omaha Public Library - Omaha, NE

- WordPress CMS Web design

Nancy Rips - Omaha, NE

- Web design

Domestic Violence Coordinating Council - Omaha, NE

- WordPress CMS Web design

Life Contained - Omaha, NE

- Company branding and WordPress CMS Web design

Spring 2010 - December 2010

Studio Blue - Creighton University Student Design Studio

Production Manager

- Plan, coordinate, and conduct client meetings and correspond with clients during the design process

Fall 2009 - December 2010

Creightonian - Creighton University Weekly Student Newspaper

Graphic Designer and Editor

- Responsible for print/online graphics including cutouts, tables, charts, and built graphics
- Graphics Editor in Fall 2010

Professional Skills

Apple Certified in Final Cut Pro 7 and Motion 4; Proficient with Photoshop, Illustrator, InDesign, Dreamweaver, Flash, CSS, PHP, Microsoft Office; Familiar with Maya

Education

August 2006 - December 2010

Creighton University - Omaha, NE

Bachelor of Arts - Journalism, New Media & Advertising Tracks

Minor in Interactive Web Design

GPA 3.55/4.00

Service & Leadership

May 2010 - June 2011

Nebraska Humane Society Volunteer

- Walk, play with and teach basic commands to adoption dogs

August 2007

Creighton University New Student Orientation

Welcome Week Leader

- Assisted with Residence Hall move-in
- Led group of students through various coordinated programs

August 2006 - May 2007

Creighton University - NCAA Division I Women's Rowing Team

***Please contact me for references.*