

# Charlotte Bing

Web Developer | Digital Designer  
(605) 801-0409 | Spearfish, SD. 57783  
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## Professional Skills

- Website development and maintenance
  - Use case diagrams, flow charts, wireframes, mock-ups and database modeling
  - UI/UX development
  - WordPress, Bootstrap, SEO optimization and analytics
  - CSS3, HTML5, SQL, Java, JavaScript, C++, PHP and ActionScript
- Adobe Creative Suite
  - Acrobat, Aero, After Effects, Bridge, Dimension, Dreamweaver, Illustrator, InDesign, Lightroom, Photoshop and Premier Pro
- Microsoft
  - Excel, OneNote, Outlook, PowerPoint, Project, Publisher, Teams, Visio, and Word
- Digital photography
- Working remotely

## Education

December, 2015 | Bachelor of Science in Information Technology – Web Development

- Graduated Magna Cum Laude with a GPA of 3.89
- Completed various software application programming classes with a GPA of 3.65

## Experience

May, 2019 - Current | Digital Asset Manager, Marketing Specialist

Financial Markets Inc | Spearfish, SD

Duties include digital and print advertising, create content and publish social media campaigns for 6 different accounts on 4 platforms, creating content and images for weekly email campaigns and analytics reports. Responsible for creating and maintaining WordPress web pages, authorizing new users, providing IT support, posting news, events and updating documents. I have created 2 commercials and assisted in editing other corporate videos. I design fillable PDF forms utilizing JavaScript and create registration forms using Google Forms.

November, 2015 - May, 2021 | Volunteer

Black Hills Ski Team | Spearfish, SD

Responsible for website design, implementation and maintenance, SEO, UI/UX, advertising through social media, digital and print mediums. I also handled all of the photography, editing and photo sales through the website, which I transferred to the board of directors in May 2021.

2005 - 2012 | Medical Transcriptionist/Editor

Encompass Medical Transcription | Pewaukee, WI.

Working remotely, I transcribed medical reports on 5 accounts for all medical specialties.

## Interests

I am interested and involved in Web 3, Blockchain technology, NFTs, AR/VR and gaming. I am familiar with cryptocurrency, crypto exchanges, bridges, NFT marketplaces, hot and cold wallets. I am very interested in learning more about code as well as 3D graphics and animation.