

ERICA RICE

WEB DESIGNER



Troy, VA 22974

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ericarice.com/portfolio

757-754-7174



OVERVIEW

Erica Rice is a well-rounded, professional web designer with experience in multiple CMS systems. She specializes in building WordPress and the Elementor theme. She is currently an IT consultant for small businesses. She designs and develops websites, sets up automations, and integrates third-party applications and plugins. Erica enjoys troubleshooting and communicating complex technical solutions with clients when the need arises. Erica is a fast learner, a skilled designer, and an excellent project manager.

EXPERIENCE

Jul 2018 - Present **Small Business Technology Consultant**
Erica Rice Digital Consulting, LLC

- Requirements gathering for various types of projects including website design, logo and brand design, and CRM (customer relationship management) setup for small business owners
- Meet with small business clients virtually to teach them technology, including social media platforms, email marketing tools, online form builders, and graphic design applications, in order to market their businesses online effectively and streamline their processes
- Oversee all client projects and accounts and delegate tasks as necessary
- Manage a team of 3 employees and numerous contractors in order to complete client projects and the day-to-day tasks of the business including sales, marketing, accounting and business development

Apr 2015 - **Design Educator**, Part-Time

Mar 2021 Chegg (Formerly Thinkful)

- Taught UI/UX Skills to adult students in the UX/UI Design Bootcamp Certification Course

EDUCATION

ECPI University

Graduated in 2011

B.S. in Computer and Information Science, *magna cum laude*

Specialization: Web Development

TECH SKILLS

- WordPress Development
- Elementor
- HTML
- CSS
- Graphic Design & Branding
- Microsoft Office
- Google Suite
- Adobe Photoshop
- Adobe Illustrator
- Adobe Acrobat Pro
- Figma
- Canva

EXPERIENCE (CONT'D)

Apr 2015 - **UI/UX Web Developer**

Jul 2018 Sentara Healthcare

- Redesigned the corporate intranet with a new, responsive design, communicating design decisions to stakeholders
- Worked with the team to create an interface that would meet the project requirements and the needs of both employees and organization managers
- Research, design, code, and deploy user interface solutions with a focus on the user experience
- Perform WordPress administration tasks and provide support for team portals built on Sharepoint 2010

Nov 2012 - **Information Technology Consultant,**

Apr 2015 **Web Designer/Developer**

Marathon Consulting

- Design style tiles and web page mock-ups using Adobe Photoshop
- Install, configure and write training documentation on Umbraco, an open-source, .NET CMS
- Code websites from scratch using the Twitter Bootstrap 3 framework, HTML5, CSS3, and LESS
- Implement additional functionality and incorporate dynamic content by writing C# Razor scripts and jQuery

Jul 2010 - **Web Designer 2, Web Designer 1, and**

Nov 2012 **Tier 1 Technical Support**

InMotion Hosting

- Designed and developed websites from scratch using Adobe Photoshop, Adobe Dreamweaver, XHTML, CSS, and WordPress
- Managed 20-30 client projects simultaneously and communicated with clients through Basecamp project management software and via phone
- Optimized websites for search engines and user accessibility
- Trained customers to use Wordpress CMS and OpenCart open-source shopping cart software
- Provided phone, chat, and email support for web hosting and WordPress

CREDENTIALS

17hats CRM Ambassador

Jul 2021 - Present

Square Official Partner

Square, Inc.

Feb 2022 - Present

Microsoft Technology Associate
(MTA): Software Development

Fundamentals

Oct 2014

Programming in HTML5 with
JavaScript and CSS3 Specialist

Certification

Jan 2013

VOLUNTEER

V.P. of Communications

Peninsula Women's Network

Newport News, VA

Responsibilities Included:

Email & Social Media Communication

Web Master

Defenders of the Bridge, Official

Lionsbridge FC Supporters Club

Newport News, VA

Responsibilities Included:

Website Design & Maintenance

REFERENCES

Available upon request.