Melissa R. Oringer
408.806.7970

639 Bolton Court, #4
San Jose, CA 95129

Web Designer / Producer / Site Lead
Online Portfolio: http://www.tigote.com/html/portfolio.html

Special Skills

I am both very creative and technically proficient, able to communicate with programmers and clients in order to meet their requirements. I have an "eye" for design and am self-taught as a graphic artist and programmer. I am an organizer and an excellent facilitator.

Qualifications

January, 2001 — present   *WEB SITE LEAD*   Harding Marketing, San Jose, CA

Web Site Lead for various Intranet websites at Hewlett-Packard. Based in HP's Cupertino office, responsibilities include consulting (scoping, planning, architecture and analysis), implementation (navigation, copy writing, coding, graphic design), QA and release. Maintenance includes managing and implementing updates submitted by various HP editors via web-based work management tool owned by HMC. Work in coordination with Web Developers, copy editors and graphic designers as necessary. Ensure that the sites fit the HP Intranet design rules. Implement custom templates, javascript navigation, and style sheets within those guidelines. Notable projects include:

NSP Business Unit: Merge European regional site into central site, refresh both with new look and feel, content organization, architecture, and navigation within the context of the HP Intranet design rules. Extract DTP files (MS office, Acrobat and videos) from existing European ASP database and merge with content of new site. Flow in new regional content. Create and integrate two Cold Fusion databases: customer reference and training course finder. Design UI for course finder.

IT Solutions: Phased site refresh: (1) Bring existing site into accordance with HP Intranet design rules. (2) Refresh individual solution categories with as "portals". (3) Create central database that automates collateral for portals, news, and events.

Screenshots available upon request

June, 2000 — January, 2001   *WEB PRODUCER*   McAfee.com, Sunnyvale, CA

Manage various projects for the ASP driven website, http://www.mcafee.com. A unique website that serves up online applications using ActiveX controls, the challenge is to keep bandwidth small, provide a high-end user experience and balance out sponsorship and advertising requirements. Interact with web developers, site builders, copy editors and design team and coordinate with upper management and Business Development to ensure consistent messaging, look and feel, customer usability and retention. Write proposals, project plans, maintain sitemaps and information architecture diagrams, and instigate new designs where appropriate. Also statistical analysis of Web Trends and internally gathered website data.

February, 1998 — present   *OWNER*   Tigote Design, San Jose, CA

Custom website and graphic design services. Website: http://www.tigote.com. Experience working with Real Producer to create Real Audio files, conversion of .WAV to .MP3 files, custom CGI discussion forums, guestbooks and mailing lists, search engine registration, CSS, and Javascript.

June, 1999 — June 2000   *WEBMASTER*   Wind River Systems, Alameda, CA

Webmaster for the Marketing Intranet. Complete site redesign focusing on the Products and Services section of the site with an emphasis on the "Sales perspective" in coordination with the Marketing Operations team. Involves: designing new information architecture and design and coordinating with CGI programmers to enable "on the fly" generation of high-activity databases and product information pages. This includes designing the form templates to be used for inputting product information and designing the HTML templates that will be part of the CGI code. See http://www.tigote.com/html/p_wrs_m2.html for more details.

December, 1997 — June 1999   *EXECUTIVE ASSISTANT, VP MKTG*   Wind River Systems, Alameda, CA

As the assistant to the VP of Marketing and Corporate Development initiated and developed a wide variety of projects, including:

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Webmaster, Marketing Intranet
Create, grow and maintain a Marketing website on the company Intranet. Over a two-year period this website grew totaling over 600 pages. The site had been maintained primarily using NetObjects TeamFusion, Adobe Photoshop, Adobe Acrobat and the Microsoft Office Suite. Javascript and CGI were used throughout for mouseovers and forms. Primary considerations were: optimal bandwidth - the Sales force primarily access the sites through dial-up modems; and printability - individual pages should print in a manner that is clean and easy to read, suitable for customer viewing where appropriate. See http://www.tigote.com/html/p_wrsmktg.html and http://www.tigote.com/html/p_wrscafe.html for more details.

Powerpoint Presentation Templates:
Using Photoshop and Powerpoint, create new "look" for Company Powerpoint presentations. Template was very successful and is still in use 1.5 years later. See http://www.tigote.com/html/p_templates.html for more details.

Powerpoint Presentations and Custom Graphics:
Create persuasive, compelling and informational presentations. This included consistency of design, layout, and color as well as expertise with creating many different graphics and block diagrams using Photoshop, Kai's Power Tools, Bryce 3D, Visio and the Powerpoint draw program where appropriate. While primarily for the VP of Marketing and Corporate Development, also created presentations for the Chairman and Founder, the CEO, and many of the director's and managers in Marketing. See http://www.tigote.com/html/portfolio.html for more details.

Applicable Software Programs

Dreamweaver 2.0/3.0/4.0	Adobe Photoshop 4.0/5.0/5.5/6.0	Microsoft Visual Source Safe 6.0
Homesite 3.0/4.0/4.5	Adobe ImageReady 1.0/2.0	Microsoft Office Suite 95/97/2000
NetObjects Team Fusion 3.0	Kai's Power Tools 3.0/5.0	Adobe Acrobat 3.0/4.0
NetObjects Fusion 4.0	Macromedia Flash 3.0/4.0	Framemaker 5.5
	Macromedia Freehand 8.0	Visio 5.0/8.0
	Macromedia Director 7.0	FileMaker Pro 3.0/4.1
	Bryce 3D 4.0	
	Painter 5.5	

Applicable Languages and Utilities

HTML	Telnet
CSS (DHTML)	SecureCRT (using RSA keys)
Basic UNIX	FTP (command line and GUI programs)
Basic CGI	UltraEdit
Basic Perl	Netscape / IE / Opera
Basic Javascript	Eudora Pro
Basic C	Microsoft Outlook 2000

Applicable Education

Experience and reference books:	
HTML, CSS (DHTML), UNIX, CGI, Perl and Javascript	Ongoing
Merritt College:	
Introduction to C Programming	Winter, 1997
Audio Images:	
TeamFusion Training (refresher)	June, 1999
Ciber, Inc:	
Dreamweaver Training	October, 1999

Additional Employment History

July, 1995 — December, 1997	Kaiser Permanente, Nursing Administration
Administrative Services Secretary	Oakland, California

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<u>June, 1995 — December, 1996</u>
Manager

Gaia's Voice
Bay Area, California

<u>March, 1992 — July, 1995</u>
Departmental Secretary

Kaiser Permanente, Facilities Design & Construction
Oakland, California

<u>March, 1991 — March, 1992</u>
Temporary Employee

Adia Temporary Personnel
Berkeley, California

References Furnished Upon Request