Teal Waid

Digital Producer

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## SKILLS

Figma, JIRA, HTML, CSS, JavaScript, WCAG 2.2, Website Maintenance, Project Management, Excel, Smartsheet

## EXPERIENCE

## GSD&M, Austin, TX *- Digital Production & UX Freelancer*

August 2023 - November 2023

## GSD&M, Austin, TX *- Digital Production & UX Intern*

June 2023 - August 2023

* Designed and structured layouts in Figma for client websites, ensuring both aesthetic appeal, functionality, and accessibility.
* Delivered extensive production support, contributing to the development of banners, emails, and web-based projects.
* Collaborated effectively with cross-functional teams and external vendors to facilitate project success and synergy.

## Steel Advertising, Austin, TX *- Administrative Assistant*

February 2023 - June 2023

* Executed record filing system to improve document organization and management.
* Received and sorted incoming mail and packages to record, dispatch, or distribute to the correct recipient.
* Managed filing system, entered data, and completed other clerical tasks.
* Assisted coworkers and staff members with special tasks such as organizing education comparables and website audits.

## KTSW 89.9, San Marcos, TX *- Web Development Director*

August 2021 - December 2022

I joined KTSW when they embarked on an exciting brand redesign journey, centered around their WordPress Blog.

* Completed full redesigns of existing websites to improve navigation, enhance visuals, and strengthen search engine rankings.
* Took concepts and produced mockups and prototypes to strengthen designs, enhance user experiences, and improve site interactions.
* Boosted web traffic by improving navigation and rectifying bottlenecks.

## EDUCATION

## Texas State University, San Marcos, TX *- BS Digital Media Innovation*

August 2019 - December 2022

## Intro to WCAG 2.2 Certified *- View* [*Certificate*](https://courses.edx.org/certificates/1a983aecc75c430eac2e2e70ceba31e2)

July 2023