

.: KORINA ADKINS :.

PO Box 10552 Sedona, AZ 86336

928.274.2562

korina@highskydesign.com

EDUCATION

M.S. Library and Information Science, 1996

The Catholic University of America, Washington, DC

B.A. Latin, cum laude, 1994

Certificate in Arts Management

Minor: English

Sweet Briar College, Sweet Briar, VA

WORK EXPERIENCE

05/02 – Present

Founder & Creative Lead

High Sky Design

<http://www.highskydesign.com>

Address: PO Box 10552, Sedona, AZ 86336

- ▶ Please see website for portfolio and current clients

07/02 – 05/03

Administrative Assistant III

HMA, INC.

Address: 258 Justin Drive, Cottonwood, AZ 86326

Contact: Kelly Alvey, 928.634.2216, kellya@imxinc.com

- ▶ Developed Excel spreadsheets for entire office
- ▶ Created agendas and took notes for meetings
- ▶ Logged expenses in spreadsheet
- ▶ Filed documents
- ▶ Accessed member records and claims within proprietary network
- ▶ Coordinated travel
- ▶ Acted as back up receptionist and mailroom help as needed

12/00 – 05/02

Coordinator, Web Design Services

University of Maryland – Office of Information Technology (OIT)

<http://www.oit.umd.edu>

Address: Computer & Space Science Building, College Park, MD 20742

Contact: James Melzer, 301.405.4715, jmelzer@umd.edu

- ▶ Designed websites for University of Maryland departments, partners, and affiliates
- ▶ Developed graphics for internal customers for use in publications, web, and print
- ▶ Acted as Project Manager for all web design projects
- ▶ Worked with clients to determine their design and development needs
- ▶ Supervised a team of student designers and developers
- ▶ Managed multiple tasks and deadlines simultaneously

07/00 – 10/00

Web Developer

CAIS Internet (now defunct)

Address: 6849 Old Dominion Drive Suite 200, McLean, Virginia 22101

Contact: Joseph Hood, 703.351.6266, jhood@staffordstudio.com

- ▶ Designed screens for hospitality and multifamily portals
- ▶ Designed templates for clients to use to create websites for their properties
- ▶ Wrote or updated webpages
- ▶ Created other graphical elements, such as navigation and logos as needed

10/99 – 07/00

Online Services Manager

American College of Nurse-Midwives

<http://www.midwife.org>

Address: 818 Connecticut Avenue, NW, Suite 900, Washington DC 20006

Contact: John Boggess, 202.728.9872, jboggess@acnm.org

- ▶ Responsible for entire site design and development
- ▶ Gathered and implemented site content
- ▶ Instituted and maintained style guidelines
- ▶ Provided internet support for staff and members

:: KORINA ADKINS ::

06/97 – 05/99

Webmaster

General Federation of Women's Clubs

<http://www.gfwc.org>

Address: 1734 N Street, NW, Washington, DC 20036-2990

Contact: Gabbi Smith, 202.347.3168 x120, gsmith@gfwc.org

- ▶ Worked with staff to create the initial architecture and design of website
- ▶ Added new site features and content
- ▶ Created and executed workshops at annual meeting to teach members how to develop their own websites
- ▶ Provided internet support for staff

04/99 – 10/99

Director

06/07 – 04/99

Archives Assistant

GFWC Women's History and Resource Center

- ▶ Coordinated Friends program and led tours
- ▶ Developed inventories and created displays
- ▶ Accessioned new materials
- ▶ Assisted researchers

EARLIER EMPLOYMENT

Library Assistant

National Archives and Records Administration

Archives Library Information Center
College Park, MD

Assistant Librarian

Agency for Healthcare Research and Quality

Information Resource Center
Rockville, MD

Archives Assistant

Salvation Army National Headquarters

Archives and Research Center
Alexandria, VA

Interlibrary Loans Assistant

Dominican House of Studies

Washington, DC

Library Assistant

McKinsey & Company

Information Resources Center
Washington, DC

ILL / Archives Assitant

Sweet Briar College

Mary Helen Cochran Library
Sweet Briar, VA

COMPUTER SKILLS

Basic	Javascript
Intermediate	Adobe InDesign , Macromedia Dreamweaver, Macromedia Flash, Microsoft Access
Advanced	Windows, Mac, HTML , Cascading Style Sheets, Adobe ImageReady, Adobe Photoshop, Microsoft Excel, Microsoft Word, WordPerfect

REFERENCES

Kelly Alvey
HMA, INC.
928.634.2216
kellya@imxinc.com

James Melzer
University of Maryland – OIT
jmelzer@umd.edu
301.405.4715

John Boggess
American College of Nurse-Midwives
202.728.9872
jboggess@acnm.org