

Peggy M. Dixon

peggy@saturnc.com ■ saturnwebsitedesign.com

Experienced Website Designer and Office Manager / Designer of Websites thru all stages of Development / Office Manager and Office Work to include all General Office Work, Communication, Publications, Advertising, Sales and Customer Service.

Summary of Qualifications

- 26+ years experience in office management, office work, publications, sales and customer service.
- 7 years as an accomplished website designer - see saturnwebsitedesign.com for portfolio.
- Strong artistic, mathematical, organizational aptitude and prioritizing skills for websites and management work.
- Efficient project management and strong relationship building and liaison skills – Developed sustained relationships with employees, vendors and clients based on knowledge and trust.
- Experienced in designing email newsletters and writing business letters, web content, instructions, proposals, advertising and other publications for various media.
- Have organized, written and delivered several talks and presentations before groups concerning websites, computers, software and the Internet.
- Enjoy learning and applying new techniques and software, and overcoming challenges.
- Organized, diligent, dependable, detail oriented, take work seriously and get the job done correctly and on time.
- Fast, efficient learner, friendly and outgoing. Eager to learn new procedures and skills.
- Trained staff on duties and clients on using computers and specific programs.

Technical Skills

- Software: Adobe Dreamweaver, Photoshop, Illustrator, Microsoft Office to include Word, Excel, PP, Publisher, Outlook, Project, plus Paper Port, Peachtree Accounting, Quicken, Social Media, E-Mail Newsletter Development & Google Analytics.
 - Languages: XML, HTML, XHTML, CSS, some JavaScript, SQL, PHP- embedded Flash
 - Operating Systems: Windows Vista and previous versions of Windows.
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Professional Experience

Website Designer

Saturn Web Design (a division of Saturn Computers) - Anderson, Indiana / 2002-present
Saturn Computers is a locally owned computer company and retail store.

- Planned, designed, constructed and launched websites for various companies and organizations using Dreamweaver, Adobe Photoshop, FrontPage & Google Analytics.
- Collaborated with organizations and owners, building good relationships, to plan, develop, streamline, reorganize, improve and maintain their websites.
- Daily work in the HTML, XHTML and CSS code and some JavaScript to achieve desired results.
- Managed multiple website projects while meeting owner objectives and deadlines.
- Applied web content best-practices for optimum usability, consistent branding and design.
- Practiced important SEO techniques to insure optimum placement on the Internet.
- Designed email newsletters and familiar with and employing social media marketing techniques.

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Professional Experience continued...

Office Management and Account Controller

Saturn Computers - Anderson, Indiana / 1981-present

- Supervised and managed the office and sales staff. Responsible for buying from some vendors.
- Created and Maintain an EBay Store to sell inventory and other items.
- Expertise in customer service performed in person and on the phone; knows the value of being tactful, caring and courteous.
- Organized and wrote detailed product instructions and logical production quality control lists.
- Initiated, wrote and implemented advertising for this retail store, including websites, brochures, signs, banners, business cards, yellow page ads, newspaper and direct mail advertising.
- Daily used most of the Microsoft Office programs, especially Word, Excel, Outlook, PP and Publisher.
- Working knowledge of Peachtree Complete Accounting Software and Quicken and daily performed all typical office and accounting duties including A/P, A/R, Payroll, Invoicing, and preparing Financial Statements and Tax Reports.
- Responsible for the timely generation and payment of Sales and Employment Taxes.
- Generated all the needed reports for monthly, quarterly, and year end taxes and accounting.
- Trained staff on jobs and trained clients on the use of computers and software.

Office & Commissary Management

Dwyer Vending - Anderson, IN (This company is no longer in existence.)

- Managed the office and performed the day-to-day operations needed.
- Established, then expanded, designed, oversaw the building of and managed a food commissary for this company in Marion, IN.
- Redesigned the way property tax information was organized and reported from products located in vending machines and offices in several counties.

Personal Experience

- Event planning - Planned and coordinated a class reunion for over 400 people.
- Organized, Designed and Created a large website (over 100 pages) for this class of 475; this is still maintained.

Education

- Bachelor of Science / Majored in Mathematics with a Computer Science Option
- Minor in Economics from Purdue University, West Lafayette, Indiana
- Completed an extra semester in Education to qualify for a Teaching Certificate.
- Have attended many on-site and on-line seminars and tutorials to further skills in web design and business management. Willing to attend and learn more to enhance relevant needed skills.