

# Lucy Knutson

Full-stack WordPress Developer

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## ***Summary and Key Skills***

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Motivated WordPress developer with experience designing and building websites for individuals, and small to midsize organizations across different industries. Ability to work independently and collaboratively to create deliverables within a projects scope and budget. Quick to see potential issues and creatively problem solve to achieve a resolution. Foster a positive relationship with clients by maintaining dependability, integrity, and resourcefulness. Experience providing education to individuals and groups on managing their website and other online platforms.

Time and Task Management | Effective Verbal and Written Communications |  
Organization and Prioritizing | Problem Solving | Attention to detail |  
Ability to work independently and with a team | Educator and Mentor

## ***Technologies***

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**WordPress:** Themes, Plugins, Custom Post Types, Page Builders/Editors (Divi, Elementor, WPBakery, Gutenberg), WooCommerce, Multisite

**Digital:** HTML, CSS, Web hosting, Domain management, MySQL, DNS management, Google (Analytics, Search Console, reCAPTCHA), PHP, Performance optimization, SEO basics, Web Development Tools (debugging), Integration of Third Party apps, Security, AWS, Email Marketing

**Design:** Adobe Creative Cloud (Illustrator, Photoshop, InDesign, XP, Express, Fresco), UI/UX, Responsive

**Collaboration:** Slack, Zoom, Skype, GoToMeeting, Dropbox, Microsoft (Teams, OneNote, OneDrive), Trello, Google Workspace (Hangouts, Drive)

**Office:** Microsoft Office (Word, Excel), Google (Docs, Sheets, Slides)

**Other:** Chat GPT, Adobe Firefly

*Adopting new technology quickly and independently.*

## ***Professional Experience***

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### **Digital Media Specialist | Remote**

07/2016 - Present

Freelance – Digital Media by Lucy | Charleston, SC

- Design, develop and maintain custom WordPress websites for a variety of individuals, and small to mid-size businesses.
  - Design and produce a wide variety of digital and nondigital marketing collateral including logos, graphics, branding, brochures, mailings, newsletters, and social media content.
  - Plan, execute, and complete projects within scope, on time and within budget.
  - Assist clients in developing a digital marketing plan that is on brand.
  - Education and mentoring to individuals and groups on WordPress and other online platforms.
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**Web Application Developer & Marketing Supervisor | Hybrid Remote** 05/2015 – 07/2017  
CDYNE, Inc. | Chesapeake, VA

- Planned, organized, and managed project activities and resources for both marketing and technology departments.
- Facilitated communication and collaboration between upper management and team members throughout the two-year web project (final year was Hybrid Remote).
- Responsible for the management of the full-stack development of company websites.
- Responsible for the design and creation of all marketing collateral; including company websites.

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**Web Application Developer** 04/2010 – 05/2015  
The Primm Company | Norfolk, VA

- Develop websites in WordPress including customized themes based on design from staff graphic designer.
- Established the agencies web development department utilizing WordPress as the CMS for all client sites.
- Responsible for full-stack development of client web projects including hosting, database admin, WordPress installation, theme creation, plugin setup, customizations, backup solution, analytics integration, debugging, browser and device testing, and security.
- Development of customized email templates for client marketing campaigns.
- Agencies' high standards on deliverables required a keen attention to detail.

### ***Education & Certifications***

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**CIW (Certified Internet Web Professional): Web Development Specialist**  
Tidewater Community College | Chesapeake, VA

**Bachelor of Science | Business Administration**  
University of South Carolina | Columbia, SC