(605) 801-0409
Spearfish, SD
CBing0077@gmail.com
www.cbingportfolio.com

Professional Skills

Certifications

CompTIA Network+
Google Analytics

Analytics

Excel
Google Analytics Power
Automate Power Bl

Digital and Print Design

Acrobat
After Effects
Bridge
Illustrator
lnDesign
Lightroom
Photoshop
Premier Pro

Marketing

Content creation
Digital
Print
Social media

Web Development

Flow charts
Wire frames
Mock-ups
FTP
MySQL
CSS
HTML
SQL
WordPress

Charlotte Bing, ALMI, ACS

Web Developer | Digital Designer

Hello! I'm Charlotte Bing, ALMI, ACS, a digital designer living in the beautiful Black Hills of South Dakota where I enjoy photography, downhill skiing, riding motorcycles and virtually anything outdoors! I am a self-starter with excellent time-management skills and extensive experience working remotely. In December 2015, I graduated from Colorado Technical University Online with my Bachelor of Science in Information Technology, specializing in web design with some computer programming courses including Java, C++, HTML, CSS and SQL.

Experience

Digital Asset Manager, Marketing Specialist

Financial Markets Inc | Spearfish, SD
May, 2019 - Current

As one of the administrators, I am responsible for creating and maintaining WordPress web pages, authorizing new users, providing IT support, posting news, events and updating website assets. Using Adobe Creative Cloud, I produce digital and print advertising including a 56-page magazine distributed nationwide and online. I've created 2 short commercials and have assisted in asset creation. I serve as the photo editor and social media manager. Email campaigns are sent with Constant Contact, consisting of weekly news, events, annuity and life advertisements, incentives, quarterly and annual promotions. I produce analytic reports on email campaigns, videos, website traffic and social media. I am currently expanding my knowledge of AI and automation.

Volunteer Website Administrator and Marketing Specialist

Black Hills Ski Team | Spearfish, SD
November, 2015 - May, 2021

Responsible for photography, website design, implementation and maintenance utilizing WordPress, Bootstrap, FTP, SQL, Java, HTML and CSS as well as advertising through social media, digital and print mediums.

Education

Bachelor of Science - Information Technology - Web Development

Colorado Technical University Online | December, 2015
- Graduated Magna Cum Laude with a GPA of 3.89
- Completed various software application programming classes with a GPA of 3.65

Associate Degree - Business Administration

Macomb Community College | May, 1994

Designations

Life Office Management Association (LOMA)
- Associate, Life Management Institute™ (ALMI)
- Associate, Customer Service (ACS)