

dinorah l. hollingsworth

Web site: www.dinorahlh.com

E-mail: dinorahlh@yahoo.com

summary of qualifications

Created various Web site interface projects in both an online team-environment and an individual basis. Ability to multitask and focus on priority projects. Productive and efficient in both a team-environment or without supervision. Creative and always thinking of ways to improve tasks. Dependable, very organized, detail oriented and professional. Self-starter and motivated to complete tasks. Eager to learn new things and keep up with technology.

languages

Fluent in both English and Spanish.

education

**Bachelor of Applied Arts and Sciences -
Computer Information Systems - Honors**
University of Houston

Houston, TX
USA

2006-2008 Graduated

**Associate in Applied Science -
Web Development - Honors**
Houston Community College

Houston, TX
USA

2005-2007 Graduated

Certificate - Computer Graphic Design
ICM

Monterrey, Nuevo Leon
MX

1995-1996 Graduated

High School - General Degree
Preparatoria #11 Eusebio de la Cueva

Cerralvo, Nuevo Leon
MX

1993-1995 Graduated

professional experience

Web Designer

VALIC (formerly AIG Retirement) - Houston, TX

09/2006-03/2010

- 2008/2009 Re-branding Project Manager for several public facing and internal company Web sites.
- Maintain company intranet Web sites.
- Create customized Web sites for external group holders and affiliated charitable organizations.
- Create custom Web site for the yearly United Way campaign and volunteer for events.
- Work with marketing/graphics department on special Web projects (graphics, flash banners, campaigns, Web sites).
- Proof reading/revising various intercompany documents and Web sites.
- Customize and duplicate CDs for group holders.
- Learning MS SharePoint to transition Lotus Notes Domino Web sites into SharePoint Web sites.

Payroll/Benefits Administrator

Legend Homes - Houston, TX

08/2001-09/2006

- Prepared and calculated all employees' vacation/sick leave, earnings and bonuses. Created an Access database with all current/terminated employee information. Implemented ADP PayExpert.
- Enrolled and maintain employees' insurance and benefits.
- Managed and ordered all office supplies.

Customer Service Coordinator/Home Warranty Coordinator

Legend Homes - Houston, TX

01/1997-08/2001

- Implemented customer service MS Excel spreadsheet to a more efficient Access database, which produced reports immediately and saved man-hours by eliminating the input of consistent homeowner information. Handled all customer service warranty calls, maintained database and disbursed reports.
- Input data entry of A/P, journal entries, sales vouchers, cash receipts, and purchasers' information.
- Ordered and maintained all office supplies. Implemented online ordering.
- Prepared FHA, Conventional, and Farm Home loan packages.
- Distributed job master, vendor list and updated company phone list.
- Enrolled and maintained all houses to a 10-year warranty program. Implemented RWC (Residential Warranty Corporation) online system for all enrollments.

Data Entry/File Clerk

Legend Homes - Houston, TX

08/1996-01/1997

- Organized and filed all vendor and house files. A/P data entry.

volunteer experience

Board of Directors Member/Foster Coordinator/PetFinder Administrator

Great Dane Rescue of Southeast Texas - Houston, TX

02/2009-Present

- Review all foster applications. Respond with approval/denial status, and conduct home visitations.

mac/pc design/development computer skills/knowledge

Adobe PhotoShop
Adobe Illustrator
Adobe InDesign
Adobe Dreamweaver
Adobe Fireworks
Adobe Flash
Adobe Acrobat Professional
WS-FTP
HTML
CSS
JavaScript
XML
ASP/VB Script
PHP
Actionscript
C++
Visual Basic
C#
ASP.NET
SharePoint

general computer skills/knowledge

Microsoft Word
Microsoft Excel
Microsoft Outlook
Microsoft Access
Microsoft Power Point

other computer skills/knowledge

AS400 Homebuilder Software
ADP PayExpert

- Attend and participate during special events; promote our rescue group as well as educating the public about animal matters such as cruelty and spay/neuter importance.
- Add and maintain all rescue dogs to the PetFinder Web site. This includes creating mini biographys about each dog as well as optimizing/editing photos.
- Foster any Great Dane until adopted to their forever home. Most require medical and behavior needs.
- Web site administrator backup for our organization's site (www.saveadane.org).

Foster Parent/Large Dog Animal Care/Animal Behavior Evaluator

Houston SPCA - Houston, TX

01/2009-Present

- Foster any dog that requires medical or behavior needs until they are ready to be adopted.
- Help staff care for large dogs and tend to the public's needs regarding the organization, breed, or specific dog, etc.
- Attend and participate during special events. Promote shelter adoption as well as educating the public about animal matters such as cruelty and spay/neuter importance.

Dog Animal Care

Houston Humane Society - Houston, TX

03/2009-Present

- Help staff care for dogs and tend to the public's needs regarding the organization, breed, or specific dog, etc.
- Attend and participate during special events. Promote shelter adoption as well as educating the public about animal matters such as cruelty and spay/neuter importance.

References

Available upon request.