

RACHAEL E. GILG
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SUMMARY OF SKILLS & EXPERIENCE

I. Interactive Project Management

- Creating project plans, scoping, scheduling, process development, and managing the interactive project development lifecycle.
- Interfacing with content specialists and managing the content development process.
- Developing standards to ensure sites meet quality and accessibility requirements.
- Administering project management and collaboration tools (wikis, intranets, etc.).
- Leading teams of administrative, creative, and technical staff.

II. Design & Technical Development of Web Sites

- Design and technical development of standards-based Web sites with XHTML, CSS, and JavaScript, PHP/MySQL, and XML/XSLT.
- CMS customization and deployment (Drupal, Expression Engine, WordPress, more).
- Multimedia development, including format conversions, video and audio editing, encoding, streaming, and captioning.
- Advanced knowledge of industry standard applications: DreamWeaver, Illustrator, InDesign, FireWorks, XMetaL, Visio, Media Cleaner, Quicktime, Final Cut Pro, etc..

III. User Research and Information Architecture

- Conducting user research and formative evaluation (surveys, usability testing, etc.).
- Producing site maps, wireframes, storyboards, and mockups.
- Modeling and implementing complex data structures.
- Implementing descriptive metadata and developing taxonomies to organize and provide access to educational content.

EDUCATION

B.A. English and Anthropology (1993 – 1997)
Rice University, Houston, TX

M.S. Information Studies (2003-2005)
University of Texas School of Information, Austin, TX

- 2003-2004 Recipient of Sam G. Whitten Endowed Presidential Scholarship
- Masters project: TSBVI Web Site (2005) <http://www.tsbvi.edu/Outreach/course/> (E-learning application for the Texas School for the Blind and Visually Disabled.)

Professional Development Course in Project Management (2007)
U.T. Austin Professional Development Center

WORK HISTORY

Web Development Consultant (2005– present)

- Designed and developed websites for clients in the areas of higher education, archives, non-profit organizations, and small businesses as an independent contractor.

Interactive Developer (10/2008 – 05/2010)

Texas Language Technology Center, University of Texas at Austin, Austin, TX

- Developed interactive learning sites, including project management, information design, technical development and coding, coordination of content development, multimedia development, and usability testing.
- Managed the development of a large-scale online professional development course.

Manager, Web Services (08/2006 – 01/2008)

Information Technology Services, University of Texas at Austin, Austin, TX

- Developed multiple large sites for the central IT department at UT Austin (~40,000 content pages), and provided strategic direction for departmental Web services.
- Managed a major redesign of the departmental Web site.
- Hired and managed a new Web team.

Information Architecture Consultant (01/2006 – 07/2006)

Milkshake Media, Austin TX

- Analyzed requirements and developed Web site architectures and client deliverables.

Digital Archives and Web Content Manager (06/2005 – 07/2006)

National Archives of the Episcopal Church USA, Austin, TX

- Planned and developed Web sites, databases and Web applications to manage and provide access to the print and multimedia collections of a national Archives.

Operations Manager (04/2002 – 09/2006)

Dynalog Systems, Inc., Austin, TX

- Managed administrative staff and day-to-day operations of a consortium of microelectronics companies and an annual international technical conference.
- Created all business communications: Web sites, marketing collateral, and reports.

Program Administrator (01/2001-05/2002), Reader Consultant (12/1998 – 12/2000)

Talking Book Program, Texas State Library & Archives Commission

- Managed the day-to-day operation of a team within the Reader Services department of a statewide library program serving blind and physically disabled Texans.

WORK SAMPLES

Foreign Language Teaching Methods (2010): <http://la.utexas.edu/tltc/methods>

African Mothers Health Initiative (2008): <http://www.africanmothers.org>

U.T. Austin Information Technology Services (2007): <http://www.utexas.edu/its/>

Please see my online portfolio at <http://rachaelgilg.com/portfolio>