

BILAL A. TRUFANT

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SUMMARY

- Proficient in editing and publishing web pages in a content management system.
- Consistently demonstrates professionalism when communicating with faculty, staff, and students.
- Completes assignments in a timely manner while performing additional duties.

SKILLS

Operating Systems	Windows 10, Mac OS		
Languages	HTML5, CSS3, Bootstrap and Foundation frameworks		
Software	Cascade CMS	Adobe Illustrator	Microsoft Office
	DotCMS	Adobe InDesign	Microsoft Teams
	Shorthand	Adobe Photoshop	Google Workspace

EXPERIENCE

- 2018 - Present **Web Developer** – University of Houston, Houston, TX
- Build and update web pages for academic departments, programs, and research labs within the College of Liberal Arts and Social Sciences.
 - Published information which included documents, faculty profiles, and news articles.
 - Designed contact forms, email templates, flyers, and web banners.
 - Followed university guidelines by applying the correct colors and fonts to graphics.
 - Collected FERPA and release forms before publishing photographs to the web.
 - Completed a portfolio for an English professor’s application to the Moores Professors Program.
 - Helped to develop a celebratory website for the Spring 2020 Commencement.
 - Assisted the manager with the creation of an online annual report built in Shorthand.
- 2014 - 2018 **Web Developer** – University of Texas Health Science Center at Houston, Houston, TX
- Managed a web site for an interprofessional education department.
 - Published course information, news, and faculty resources to the web site.
 - Created print flyers and social media posts to encourage enrollment in IPE courses.
 - Developed online Canvas courses for a standardized patient simulation program.
- 2013 - 2016 **Instructional Support Specialist** – Houston Community College, Houston, TX
- Performed email and telephone support for the HCC Online Help Desk.
 - Made login passwords for students and verified their enrollment in online courses.
 - Helped new instructors to gain a better understanding of Canvas features.
 - Used problem-solving skills and knowledge of online applications to resolve issues.
- 2009 - 2010 **Student Work-Study** – Houston Public Media, University of Houston, Houston, TX
- Used Joomla! CMS to add television episode summaries and graphics to web pages.
 - Updated the blog for *Houston 8*, a current events television show.
 - Fixed broken links and removed outdated web pages.

EDUCATION

- 2007 - 2012 **Bachelor of Arts - Corporate Communications**
University of Houston, Jack J. Valenti School of Communication, Houston, TX