

Raquel de Sousa

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Electronic Portfolio

<http://www.rdesousa.com>

Skills

- **Web Design** – xHTML, HTML, CSS, JavaScript, Dreamweaver, Flash, Fireworks, FrontPage. Beginner ASP, PHP, XML, ActionScript.
- **Desktop Publishing** – Adobe Certified Photoshop Professional, InDesign, Acrobat, Illustrator, QuarkXPress, PageMaker
- **Microsoft** – Word, Excel, Access, Outlook, PowerPoint, Publisher, Visio, SharePoint, Windows Server, SharePoint Server
- **Operating Systems** – MAC, Windows
- **Adobe Certified Photoshop Professional**
- **CompTIA CTT+ (Certified Technical Trainer)**

Professional Experience

04/2006 – Present KBR, Inc. (Kellogg, Brown & Root Services) Arlington, VA

Senior Graphic Designer

- Designs and produces proposal graphics, including: cover, spines, cd labels, charts and diagrams, slide shows, tabs, shipping labels; as well as photo editing, converting bitmap logos to vector, and developing color schemes.
- Supports internal clients with design and production of marketing materials, including: posters, flyers, charts and diagrams, slide shows, certificates.
- Developed graphics in English and Korean for the USFK Base Relocation Proposal.
- 2007 MVP Award for contributions to the USFK Base Relocation Proposal

05/2004 – 04/2006 New Horizons Computer Learning Center McLean, VA

Senior Applications Instructor, Graphic/Web Design

- Designed and developed dynamic forms, mail marketing pieces for internal clients using Visual Studio, Dreamweaver and Photoshop.
- Installed, customized and managed the internal instructor's SharePoint site/server.
- Taught HTML/xHTML, CSS, Section 508 Standards, JavaScript, Dreamweaver, Flash, Fireworks, Photoshop, InDesign, Illustrator, Acrobat Professional and Standard, ImageReady, Visio, PowerPoint, MS Word, Excel, Access, FrontPage and Outlook.
- Awarded Instructor of the Year in 2005.
- Rated a Top Ten Instructor nationwide in December 2004, January and September 2005 (Knowledge Advisor's Metrics that Matter).

Professional Experience (continued)

03/2002 – 06/2004

STMC Training Institute

Vienna, VA

Web Designer/Instructor

- Designed web sites for internal and external clients with Photoshop, Dreamweaver, Flash, HTML, CSS and JavaScript. Clients included the STMC Training Institute, Advance Security Mortgage, The Family's Cake. Note: sites have since been updated/closed. See www.rdesousa.com for samples of original designs.
- Designed course manuals for JavaScript, CSS, HTML, Photoshop, Dreamweaver and Flash using PageMaker and MS Word.
- Designed flyers and mail marketing pieces using Dreamweaver and Publisher.
- Taught Web Design courses with Macromedia and Adobe applications. Provided computer lab maintenance.

01/2001 – 01/2004

Centro de Capacitación Profesional

Alexandria, VA

ESL Teacher

- Designed ESL course curriculum and materials.
- Taught English as a Second Language to Hispanic adults.
- Supported staff with Spanish/English translation as needed.

03/1996 – 01/2001

Yázigi Internexus

Florianópolis , SC, Brazil

Content Manager & EFL Teacher

- Designed homepage templates for the Y Village portal, and developed web sites for students' projects with HTML and Photoshop.
- Managed and moderated electronic mailing lists for internal and external clients.
- Trained teachers and Resource Center monitors.
- Taught English as a Foreign Language to children, teens and adults.

Education

1992 – 1998

Universidade do Estado de SC

Florianópolis , SC, Brazil

Bachelor Degree in Plastic Arts (Fine Arts).

1999 – 2001

Universidade Federal do R. J.

Rio de Janeiro, RJ, Brazil

Master's Certificate in Adult Education

2006 – Present

ESI

Washington, DC

Government Contracting Master's Certificate

Languages	<ul style="list-style-type: none"> • English • Portuguese • Spanish
Awards and Publications	<p>2007 MVP Award For graphic design work in the USFK Base Relocation Proposal for KBR.</p> <p>2005 Instructor of the Year New Horizons Computer Learning Centers of Washington, DC</p> <p>12/2004, 01 & 09/2005 Top Ten Instructor Based on Knowledge Advisors' Metrics That Matter evaluations in the New Horizons network worldwide.</p> <p>1998, 1999 & 2000 Honor Teacher Award Yázigi Internexus Florianópolis, SC - Brazil</p> <p>1999 Y Village Projects and Yázigi Programs Workshop at the IV Yázigi Language Teaching Seminar in São Paulo, Brazil</p> <p>1999 Building the XXI Century Classroom Workshop at the IV Yázigi Language Teaching Seminar in São Paulo, Brazil</p> <p>1997 Mario Utimati Award First place award at the III Yázigi Language Teaching Seminar, with the workshop: "The Use of Network-Based Tasks to develop Authentic Writing"</p> <p>1997 Reaching Out for the Virtual Classroom Training course presented and published by Yázigi Internexus Brazil.</p>
References	Available upon request