

CHELSEA ELIZABETH CELAYA

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TECHNICAL & PERSONAL SKILLS

- **Computer:** Sound knowledge of Adobe Creative Suite, Windows and Macintosh operating systems, and Microsoft Office suite.
- **Adaptable:** Ability to quickly learn and apply new software applications.
- **Initiative:** Displays thirst for knowledge, becoming competent with any needed software or subject required, conveying that acquired knowledge clearly to others.
- **Innovative:** Compare, contrast, and combine creative ideas, using critical and creative thinking skills to develop insights and alternative possibilities.
- **Communication:** Confidence when speaking and writing either to groups or individuals that allows the conveyance of ideas or instructions in a clear, easily understood manner.

PROFESSIONAL EXPERIENCE

Rainbow Montessori Child Development Center

Sunnyvale, CA

<http://www.rainbow-montessori.com/>

July 2008 – Present

Web Designer, Web Developer & Graphic Designer

- Redesign website to more user-friendly layout and revise outdated information.
- Maintain school website with latest information provided by staff and administration.
- Create individual classroom blogs that are easy to use by personnel not familiar with working on the computer and demonstrate how to maintain them.

Tryphon Vineyards

Camptonville, CA

<http://www.tryphonvineyards.com/>

July 2010 – September 2010

Web Designer & Web Developer

- Redesign original layout of website from previous designer.
- Initial testing stages of online shop.

Ohlone Innovation Technology Center

Fremont, CA

<http://www.ohlone.edu/org/profdev/>

November 2007 – December 2007

Web Designer

- Collaborate with a partner to redesign the Ohlone Staff Development webpage.
- Make page informative and easier to navigate for users.
- Compliment look of page to rest of the college's website.

EDUCATION

Mission College

Santa Clara, CA

Presently attending to obtain Associate Degree in Graphic Design

Mission Valley Regional Occupational Program

Fremont, CA

Marketing Certificate, June 2006