

LESLIE DARDEN

PORTFOLIO

graphicdesignltd.com

TECH TOOLKIT

GRAPHIC DESIGN

Advanced Raster &
Vector Design, LucidPress,
Logo Design, Website Graphics

WEB DESIGN

Experienced Web Design
Content Management
Basic Web Hosting
Intermediate HTML, CSS,
PHP, Basic JavaScript, SEO

SOCIAL MEDIA

Twitter, Facebook, LinkedIn

OFFICE SOFTWARE

Expert MS Office
Advanced G-Suite
Intermediate Payroll & HR
Information Systems (HRIS)

ONLINE SURVEY TOOLS

Google Forms, Survey Monkey

ONLINE SCHEDULING

Pickatime Appointments

VIDEO CONFERENCING

Zoom, GoogleMeet, HireVue,
Microsoft Teams, CiscoWebEx

WORK EXPERIENCE

WELLNESS COORDINATOR

Chesapeake Public Schools | Jan 2012 - Present

- Conceptualize, plan, execute redesign for budget sites
- Collaborate with web team on Redesign Project
- Appointed Chief Pagemaster to represent my division
- Create images, icons, buttons for website
- Design logos for events and marketing material
- Establish and maintain a presence on social media
- Lead on Mobile Health Consumer App project design
- Create accessible, fillable forms
- Review accessibility reports to ensure ADA compliance
- Create and collect data from online surveys
- Develop communication strategies to promote programs
- Partner with Human Resources, Payroll, Technology, and Benefits to create virtual onboarding for new hires

WELLNESS PROGRAM SPECIALIST

Virginia Beach City Public Schools | Dec 2003 - Jan 2012

- Key visionary, administrator of wellness program serving both city and school employees, retirees, &their families.
- Initiate addition of a dedicated website for the wellness
- Maintain website with Dreamweaver, then SharePoint
- Present a Tech Tips segment during staff meetings
- Create original design layouts for wellness handbooks
- Design in-house publications and promotional materials
- Coordinate printing and delivery with school print shop
- Create and maintain MS Access database to collect and manage data, build queries, forms, and reports
- Create and present educational seminars workshops

EDUCATION

Virginia Tech University | B. S. Nutrition and Exercise