

Mylee Basa

788 Eastbrooke Lane • Rochester, NY 14618 • 585.330.8421 • myleebasa@gmail.com • www.myleebasa.com

Education

Nazareth College, Rochester, NY

Bachelor of Arts: Communication and Rhetoric – Graphic Design emphasis
Graduation Date: May 2010

Monroe Community College, Rochester, NY

A.S. in Communication and Media Arts
Graduation Date: May 2008

Work Experience

The Salzman Group, Rochester, NY

Web Designer/Multimedia Specialist
August 2010 - Present

Design retail e-blasts and web banners. Maintain websites and process graphics for online use. Provide technical support for other departments with web-related issues. Conceptualize, coordinate, film, and edit product and technical videos. Manage online communication with customers who interface through YouTube.

Condé Nast Summer Internship Program, New York, NY

Digital Development & Services
June - August 2009

Assisted web producers and graphic designers with various digital projects, completed training documentation for various website maintenance processes, and conducted research and created reports for project managers. Performed website updates and additions for *brides.com*, *allure.com*, *glamour.com*, and *luckymag.com*. Built email newsletters for *Lucky* and *W* magazine. Prepared and optimized web graphics.

Garden Center News

Print & Web Graphic Designer/Web Production Specialist
April 2006 – Present

Work with a team to produce email newsletters, web sites, and print material for clients in the garden industry. Responsibilities include designing website mock-ups and logos, coding, editing, and testing published product. Also act as content coordinator by gathering and recommending material for newsletters and acting as point of contact between clients and Garden Center News.

Freelance Print and Web Designer

2004 – Present

Assist clients with catalog design, website design and maintenance, and logo design. Projects are available to view at: www.myleebasa.com

Technical Skills

Software: Adobe Illustrator, InDesign, Photoshop, Dreamweaver, Flash, Fireworks, TeamSite, Toolkit

Proficient in HTML and CSS. Familiar with Javascript and XML.