

Hello,

my name is Dani. I love old dogs, fun fonts, learning something new each day & keyboard shortcuts. I like to wear cowgirl boots, but I will settle for sandals, and I keep all the windows open on even the hottest summer days. I am a thinker, some may say an over-thinker, and country music that tells a story is my favorite. I am organized. I thrive in chaos. I still love playgrounds as much as I did as a child. I prefer a full calendar & I really, really love coffee.



experience

Craft Worldwide – Boston Studios, Framingham, MA Publishing Systems Analyst / App Development | July 2016 – present

Oversee and execute development, reporting, and change requests for a field marketing web application generating 6,000+ jobs per year with a 2,200+ user base
Identify and develop innovative and reusable web-based applications which aid in the automation of production work and decrease time required for agency tasks
Collaborate with Interpublic Group IT to integrate systems and servers to seamlessly transition from Staples Inc. to Craft Worldwide

Brochu Bros. Inc., Natick, MA Volunteer | May 2008 – present

Responsibilities range from plant & tree care to signage creation and website development, to customer service and social media management for family business
Planned and promoted three successful Christmas Tree fundraising events which benefitted The Jimmy Fund, The Doug Flutie Jr. Foundation for Autism and The Wounded Warrior Project, increasing contributions by 50% year over year

Staples Inc., Framingham, MA Systems & Files Specialist / Operations | Dec. 2011 – July 2016

Concepted, built, maintained and monitored internal agency applications including image repositories, time tracking applications, job submission tools as well as job proofing and searching sites
Monitored web operations and storage capacity on five servers and responded to issues quickly and effectively. Responsible for archiving material when capacity was reached and educating the agency on processes, tips and tricks, and training

Staples Inc., Framingham, MA Traffic Coordinator / Agency | Oct. 2009 – Dec. 2011

Coordinated the workflow of all active projects throughout the production department to schedule jobs, set priorities, and monitor job progress by tracking schedules
Worked closely with all agency teams, effectively communicating status updates of daily projects while staying on budget and adhering to deadlines

Staples Inc., Framingham, MA Associate Designer / Agency | Sept. 2008 – Oct. 2009

Developed creative designs that followed brand standards for marketing collateral and in-store signage, monitoring all phases of the design and production process

Current Publishing, Westbrook, ME Advertising & Production Assistant | May 2007 – May 2008

Designed advertisements and promotional pieces for various clientele and assisted in the page layout construction for six weekly newspapers

Boston Bruins Professional Hockey Association, Boston, MA Ice Girls / Game Night Staff | Aug. 2003 – Apr. 2006

Participated in the Boston Bruins Foundation promotional and marketing activities including on-ice contests, in-arena events and community outreach programs

contact

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education

University of Southern Maine Portland, Maine – 2008

Bachelor of Arts in Studio Art
with concentrations in both
Business & Education

skills

- InDesign •••• AppleScript ••
- Photoshop •••• Version Control •••
- Illustrator •••• Squarespace ••••
- HTML •••• Word •••••
- PHP •• Excel •••
- CSS •• Powerpoint •••••
- MySQL •• Outlook •••••