Iva D. Kimmell

Active Public Trust clearance

# Education

Bachelor of Science in Computer Studies - Dec 2005

Undergraduate Certificates – Computer Graphics and Design; Web Design

University of Maryland, University College, Adelphi, MD

# Qualifications Summary

**Adobe:** Web Premium Creative Suite. **Microsoft:**Office 2007 & 2012. **Autonomy:** TeamSite and Oracle Content Management Systems. **508Accessibility:** Adobe Acrobat, WAVE Toolbar, Web Accessibility Toolbar, Common Look. **Programming Skills:** HTML, CSS, 508 Compliance, and basic JavaScript.

# Employment History

**Food and Drug Administration (FDA), Center for Food Safety and Applied Nutrition (CFSAN)**

College Park, MD Dec 2011 - Present

Positions Held: (Contractor with Versatech Inc.) Team Lead, QA/QC Lead, Section 508 Web Accessibility Specialist. Working with the Center for Food Safety and Applied Nutrition (CFSAN)

Team Lead duties include: updating records; create reports for the project manager’s weekly briefings; coordinate with the client and the Web team to ensure client needs are addressed; assign jobs, projects, and request tickets to team members; oversee all assigned work to ensure progress and on time delivery. 508 Accessibility duties include: provide section 508 accessibility-related expertise; evaluate Web and documents (PDF, PPT, and Word) content for 508 accessibility and implement the conversion and testing to ensuring compliance. QA/QC duties: Web content and document updates meet clients request; interprets request to ensure CFSAN Web policies are maintained; ensure 508 accessibility; maintain usability, and layout. Other duties include GovDelivery notices, create/correct HTML page content, and create graphic images as needed.

Department of Education (DOE),Washington DC Nov 2011 – Dec 2011

Position: (Temp for A+ Government Solutions, Inc.) 508 QA, Web Designer.

Create new and update old Web pages per client request, ensuring formatting is correct and all pages are 508 compliant. Make sure all documents received are 508 compliant prior to uploading to the site. Work with the assisted technologies department to maintain standardized compliance. Help clients, upon request, to train or answer questions about 508 standards and how to achieve compatibility in Web content and documents. Update the Intranet

TRICARE,Falls Church, VASep 2011 – Oct 2011

Position: (Contractor with Information Technology Solutions & Consulting (ITSC)**)** Sr. Web Designer

Federal Emergency Management Agency **(FEMA),** Oakton, VA Mar 2009 – Aug 2011

Position: (Contractor with Zimmerman Associates Inc.(ZAI)) QA/QC Lead, 508 Compliance, Web Designer.

Maintain updates to the Flood Hazard Mapping (FHM), RISK Map, Mapping Information Platform (MIP), HAZUS, and Mitigation Planning Web sites. This includes updating, developing, and maintenance of Web content on the above mentioned sites. QA/QC lead – Checking and correcting formatting, conformance to various public and client style guides, and Section 508 compliance. Achieved 100 percent for the Web Services Metric for the last three years. Maintain and update records of all on going projects and pages. Managed Web related projects for clients from start to completion.

Federal Emergency Management Agency **(FEMA),** Alexandria, VA May 2007 – Mar 2009

Position: (Contractor with Michael Baker Corporation) QA/QC Lead/ Web Designer.

Maintain the client Web sites (FHM and MIP) by updating Web content, monitoring Section 508 compliance, and coordinating with clients and team members to achieve these goals. This included new page layouts, edit content, assist staff/clients to initiate, plan, and execute all Web service projects and requests. QA/QC Lead activities included maintaining clear concise language. Proofread, edit, and monitor all new/updated pages prior to uploading page to the live client Web site to maintain quality and style standards.

American Public Health Association (APHA), Washington, DC Jul 2006 – Feb 2007

Position: (Temp.) Desktop Publishing, Web Development, Graphic Design.

Created a Style Guide for all forms used by the Human Resources department. Using Microsoft Word and Adobe Acrobat, created interactive PDF forms using the Style Guide. Maintained records for upgrade of APHA Web site by way of .NET templates, conforming to meet Section 508 Standards. Troubleshoot HTML and maintain the Web site as needed during site transfer.

Computer Sciences Corporation (CSC), Falls Church, VA Mar 2006 – Jan 2007

Position: (Temp.) Web Development/Graphic Design.

Provide technical support for multiple projects. Upgrade and/create Web pages, hand code HTML, assure site wide adherence to style guide, and creating graphics as needed.