



Pamela Fox

Technical Web & Design Specialist

918-812-1211

pamela@pamelarfox.com

954 N. 177th West Ave., Sand Springs, OK 74063

ABOUT ME

Graphic and web designer with over 18 years of experience creating, managing, and maintaining websites and marketing assets across multiple companies and locations. Skilled in both design and technical implementation, with a strong focus on delivering functional, user-friendly solutions that support business operations and growth.

EDUCATION

Associate in Applied Science, Web Design
Tulsa Community College, Tulsa, OK

Supervisory/Management Skills Class
Tulsa Junior College

Social Media Marketing Class
Tulsa Community College

Business and Office Program Certificate
Tulsa County Vo-tech

SOFTWARE & WEB SKILLS

Design & Creative Tools

Adobe Creative Suite (Photoshop, Illustrator, InDesign, Acrobat)
Adobe Firefly (AI-assisted design)
Canva

Web & Development

Wordpress
Squarespace
Wix
Joomla
Dreamweaver
HTML/XHTML, CSS, JavaScript, PHP

Tools & Platforms

Microsoft Office
Visio
Slack
Google Workspace
Outlook & Exchange
Photobooth software (Darkroom & Lumabooth)

AI & Automation

ChatGPT (AI-assisted workflows)
Alanna AI (Chatbot built with Claude AI)

PORTFOLIO:

www.pamelarfox.com



WORK EXPERIENCE

Apex Title & Closing Services, ABC Title, First Rate Title, Legends Title & Closings, Southern Abstract, TitleTech of Arkansas, and Kismet Konzerts

Print & Web Design Responsibilities - Tulsa, OK 2013 - Present

- Design and order all company marketing materials (magazine ads, business cards, flyers, brochures, banners, labels, tags, t-shirts).
- Create Powerpoint presentation designs for marketing teams.
- Design and manage social media content for 32 branches.
- Source and manage promotional materials to support brand consistency across locations and companies.
- Designed and maintain 11 company websites.
- Designed and maintain client websites.
- Create event and concert graphics for social media and event center marquee signs.
- Provide support for clients with website issues.
- Accounts payable/receivable for all graphic design work.
- Set up and maintain 12 ipad photoboos and 2 big photoboos for events.
- Design Seasonal and event specific graphics for photoboos.
- Design and setup event booths with sound and lighting and run photoboos at events.

IT & Systems Support Manager Responsibilities - Tulsa, OK 2013 - Present

- Responsible for all new branch setups.
- Negotiated contracts with copier, phone, and internet providers.
- Provide IT support for 7 companies with a total of 32 locations.
- Respond to and resolve all IT Support emails, texts, and calls related to phone, printer, pc, monitor, internet, email, copier, scanning, software, and network issues.
- Purchase and set up computers, software licenses, phones, and access for all employees.
- Maintain Inventory on all computers, printers, copiers, phones.
- Created and maintain company phone and fax number lists
- Created all email distribution groups, shared mailboxes, and monitor multiple company email boxes.

Freelance Graphic Designer, Broken Arrow, OK 2008 - 2013

- Designed, weeded and installed vinyl graphics for signs, doors, walls, and car windows
- Designed and maintained new websites for clients.
- Redesigned existing websites.
- Created custom print and web graphics.
- Establish brand identities by designing logos and marketing materials for clients.
- Analyzed and listened to customer needs to interpret into great design.
- Designed business cards, brochures, banners, postcards, and book covers.
- Designed labels and tags for client product lines.
- Convert book manuscripts to electronic book format for writers.



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SOFT SKILLS

- Creative concept development
- Detail oriented & organized
- Project management
- Team Leadership
- Customer Service
- Process Improvement
- Cost Conscious
- Critical Thinking
- Multitasking
- Vendor negotiation & sourcing

WORK EXPERIENCE (continued)

Enterprise Rent-A-Car, St. Louis, MO, 1995 - 2002

IS Request Supervisor

- Supervised a team responding to an average of 500 IS customer requests per day.
- Interviewed and hired employees for my department.
- Team lead on project to develop IS Request web site.
- Created web page mock-ups for web-design team.
- Trained field operation personnel on web site usage.
- Conducted surveys to improve end-user web site usability.
- Developed and maintained Excel spreadsheets and reports to track team workload data.
- Conducted meetings to determine and implement improved work process flows, and created multi-departmental process flow charts using Visio.
- Created training documentation in several IS departments on interdepartmental procedures.
- Managed team development, training plans, and employee reviews.

Needs Assessment Specialist / Purchasing Coordinator

- Advised field managers on computer equipment needs prior to purchase.
- Consulted with IS departments for hardware and software updates.
- Provided technical analysis, information, and customer follow-up.
- Validate user requests for supported network/LAN equipment standards.

RECOGNITION

Bored Panda.com, a website that showcases the best of art and design from around the world. January 2023 posted picture of one of my USB Flash Card designs.

Earnshaw's March 2010 magazine publication (premier media resource for retailers servicing the children's retail market.). One of my Label designs for a childrens product was chosen as one of nine favorite package designs for March 2010.

References available upon request