



# Sarah Matteson

Website Designer

**I am a web designer and developer but...I am not your average buzzword.**

Website designer offering enthusiasm and excellent work ethic served with a side of coffee. Established self-starter, passionate about solving problems and helping people. Ability to work with teams, provide creative direction and lead on web projects while coordinating with clients during development, design and site launch. Seeking to join a team where opportunity for growth and professional development is embraced in a flexible environment.

## EXPERIENCE

2018-pres **Hosting Manager & Senior Web Designer | Spectora**  
4 years

- B2B Design - Managing the project design to launch
- Rapid site design in WordPress using Enfold and Elementor
- Manage, update, plan and troubleshoot 20 multisite WordPress setups and hosting nearly 1500 websites.
- Trained and mentored 4 website designers
- Implemented Freshdesk, Hubspot and Asana
- Troubleshoot web hosting, from plugins to DNS
- Consistently creating responsive, user-friendly and practicing best practice SEO

2016 - 2017 **Web Developer | Gueststream.net**

- Provided project management, website design and development and customer service for a small company in the vacation rental industry.
- Worked directly with clients integrating our custom API, building and supporting the WordPress sites.
- Direct client contact from design to launch to maintenance.

2010 - 2015 **Programmer/Advanced Technical Support | Portfoliositez.com**  
5 years

- Provided technical support for hundreds clients for several custom website templates.
- Troubleshoot hosting and email issues for over 30 servers.
- Assisted other coworkers with programming questions and advanced tech support issues.
- Monitored and assisted in troubleshooting apache server activity.
- Programmed and debugged custom flash, html5 and WordPress websites
- Custom WordPress plugin and theme development

2005 - 2009 **Assistant Data Coordinator | University of Montana, School of Business**  
4 years

- Database structure, design and implementation for various projects
- Data mining
- Daily database maintenance
- Queried and printed reports daily for university instructors
- Accomplishments
- Programmed application for scanning course evaluations at the University

## CONTACT

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## EDUCATION

**BS. Information Systems**  
University of Montana  
2009

**Media Arts**  
Minor  
2009

## EXPERTISE

- **Graphics** - Adobe Suite, Canva, Pics.io
- **Web Builders** - Divi, Elementor, Enfold
- **WordPress** - Plugin Development, Theme Design, Multisite
- **Hosting** - DNS, Domains, NGIX, cPanel, WHM
- **Languages** - PHP, MySQL, X/HTML, S/CSS, JS, APIs

## Highlights

- **Tech-Savvy Problem Solver**
- **Apps** - HubSpot, Freshdesk, Zapier, Slack, Asana and many more
- **Experience in multiple SaaS companies**
- **Thrive in tech start-up companies**