

# C. JANINE HODGE

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## OBJECTIVE

Seeking a position in IT that will allow for the practice of current skills and development of new ones. Prefer environments that facilitate continuous learning and promote open communication.

## EXPERIENCE

**Owner, Front-End Web Developer, Consultant** 02/2004 – Present  
**C. Janine Hodge**, New Hamburg, Ontario

Working individually and as part of remote teams. Gathering information from clients regarding project goals and technical / functional requirements. Researching and consulting regarding realistic solutions, risks and resource-saving strategies. Overhauling information architecture of websites to improve flow and usability. Creating websites using (X)HTML, CSS, JavaScript, PHP and form handling. Enhancing accessibility of websites, per W3C specifications and WCAG checkpoints. Testing heavily and iteratively for cross-compatibility for multiple browsers, platforms and common mobile devices. Providing in-person and remote training for clients. Coordinating beta testing of pre-launch projects and using feedback to formulate and introduce appropriate changes. Using Photoshop, etc., for image optimization and creation of design elements. Other responsibilities in this role include: overall project management; drafting and negotiating contracts; negotiating with subcontractors; tracking billable and non-billable hours; invoicing; maintaining, completing and submitting financial records for quarterly sales tax remissions and annual tax filings; researching relevant business purchases; designing promotional materials.

**Technical Support, Senior Writer** 10/2007 – Present  
**BookFetish.org**, Chardon, Ohio (USA)

Providing remote Internet hosting for the BookFetish.org website and its related online entities, via third party vendors. Investigating and responding to technical issues that arise during the operation of the BookFetish.org website. Consulting with the Editor-in-Chief regarding appropriate CMS software, information architecture, site logic and user interface design (including a major overhaul). Reading, researching and reviewing numerous books across a spectrum of genres. Contributing occasional written content – other than reviews – as deemed appropriate by the Editor-in-Chief.

**Web Content Publisher / Software QA (contract)** 09/2008 – 12/2008  
**SunLife Financial**, Waterloo, Ontario

Performed SQA testing in support of a major migration from Vignette 6 to Vignette 7. Provided detailed documentation of defects and requirements for duplication. Contributed to knowledge base regarding project defects. Communicated possible causes of defects and possible solutions, as well as potential improvements to SQA team efforts. Analyzed website code in support of the development team attached to the project. Assisted in training new contract employees attached to the SQA team. Created and published a variety of content within a Vignette 7 environment.

## Languages

CSS  
(X)HTML  
JavaScript  
PHP (light)

## Software

Adobe Photoshop  
Bobby  
Browser emulators  
Changepoint  
cPanel  
dotProject  
FTP clients  
HP Quality Center  
Internet Explorer  
Lynx  
Lotus Notes  
Lotus Sametime  
MS Office Suite  
MS Outlook  
Movable Type  
Mozilla Firefox  
Mozilla Thunderbird  
Open Office  
Opera  
Platform emulators  
RSS clients  
Safari (PC)  
TopStyle Pro  
Vignette 7  
Various diagnostic, validation and quality control tools for websites  
Web CEO  
Wordpress

## Operating Systems

Windows Vista  
Windows XP  
Windows 98 / ME

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## **Founder / Administrator / Lead Moderator** **Freecycle Midwest Ontario, Baden, Ontario**

03/2004 – 12/2005

Initiated, developed and administered the original Kitchener-Waterloo chartered chapter of the Freecycle international non-profit recycling organization. Coordinated and oversaw remote teamwork efforts of small groups of volunteers. Collaborated with other volunteers in publicity campaigns involving Internet, television and radio, including an on-air interview with CKWR FM. Created, updated and maintained simple community resource databases. Assisted Freecycle community members with technical and social problems in a friendly, patient and thorough manner. Built chapter membership from 0 to approximately 1,700 in less than two years, while operating with zero marketing / publicity budget. Consistently received high-level appreciation for the structure and direction of the chapter from both members and other chapters.

## **Office Manager / Records Management Clerk** **Pierce Leahy Archives, Birmingham, Alabama (USA)**

06/1998 – 12/1998

Researched, located and coordinated shipping of confidential records for small, medium and large businesses. Provided strong customer service and problem resolution within a corporate environment. Solved problems in both linear and creative manners. Interacted with temp agencies, briefed new temp hires and completed temp worker payroll documents. Performed general office management and clerical duties such as running reports, ordering supplies and using proprietary inventory and logistics software.

## **Personal Assistant** **Michael Moore (Software Developer), Morris, Alabama (USA)**

11/1996 – 06/1997

Collaborated on the development and technical documentation of proprietary database software. Performed data entry with proprietary database software in both development and end-use environments. Coordinated personal and business itineraries for principal. Consulted with clients.

## **EDUCATION**

### **Independent Study**

06/2002 – Present

On-going self-directed education in user interface design, information architecture, search engine optimization, website accessibility, website cross-compatibility, programming languages, security practices and principles and current trends in online technology. Particular emphasis on materials from the W3C.

### **Undergraduate Studies** **Boise State University, Boise, Idaho (USA)**

09/2001 – 12/2002

Studies primarily focused on English and Humanities.

### **Undergraduate Studies** **Jefferson State Community College, Birmingham, Alabama (USA)**

06/1997-06/1998

Concentrated studies in Computer Information Systems and Business Administration.

### **General Skills**

Data recovery for PCs  
Drafting technical documentation  
Functional testing  
Image optimization  
Installation and configuration of Open Source and commercial CMS software  
Sitemap production  
Use of server logs for web traffic analysis  
User acceptance testing

### **Familiarities**

Adobe Illustrator  
EVE vector editor  
Joomla CMS  
Linux / Apache / MySQL / PHP server set-ups  
Microformats  
MS Project  
P3P privacy compacts  
Pair programming  
Regular expressions  
Subversion repository  
Web 2.0 technologies  
XML schema

### **Special Interests**

Accessibility / Sec. 508  
Cross-compatibility  
Information security  
W3C standards compliance

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## TRAINING

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**Achieving Top Search Engine Positions** 12/2008  
University of Waterloo, Waterloo, Ontario

Continuing Education. 15 Hours.

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## ACTIVITIES & AWARDS

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**Volunteer Web Site Maintenance** 2008-2009  
Living Water Community Christian Fellowship

**Graphic Design of Printed Promotional Materials** 2005  
Women's Night In, Wilmot Family Resource Centre / Interfaith Counselling Services

**Volunteer Data Entry for Annual Silent Auction** 2004  
Interfaith Annual Silent Auction, Interfaith Counselling Services

**Full Tuition Academic Scholarship** 1997  
Jefferson State Community College

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## HOBBIES & INTERESTS

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Reading  
Design and aesthetics  
Writing fiction and non-fiction  
Word puzzles and logic problems

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## REFERENCES

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Available upon request.