

Resume of SANDRA R. BLAKE

Sandra R. Blake
763 Monte-Elma Rd.
Elma, WA 98541
(360)593-2711

Objective: Self-motivated, possibility thinker seeking a position as **Web Designer**. I have just completed my Multimedia and Interactive Technology Degree and specialized in Web design and development. I would love to use my skills in marketing and content management to enhance your company presence on the web is focused on detail.

Employment:

United Way of Grays Harbor
Aberdeen, WA, 98520
(360)532-6260
Oct.- Nov. 2017

Worked with the executive director and designed a website that was more up to date and compatible with the new direction they are moving. Also researched ways that the website could attract more action and be a better tool for the organization, utilizing SEO,

CFS Investments
Olympia, WA. 98502
(360)943-5464
Sept. 2011-Feb. 2014

Maintenance inside and outside 7 large business properties, over 114,000sq.ft. interior space.

Took care of all ongoing maintenance such as plumbing, electrical, painting, mowing, pruning, pressure washing, planning new landscape plans and implementing them, repairing roofs, HVAC troubleshooting.

Worked part time for Mima Prairie Landscaping and ran my own landscape business.

June 2010- Sept. 2011

Worked in all areas of landscaping. At Mima Prairie landscape I plant, prune and mow. My own business is mostly designing and planting, pruning, clean ups and taking care of pots and annual and perennial beds. I still take care of the clubhouse grounds at Olympia Country and Golf club. I have several residence landscapes that I take care of.

Owned Construction/landscaping business:

May 05- May 10

Ran my own construction/landscaping business doing landscape designs & renovations, fences and decks, remodels, additions and just finished from design to finish a 2000 sq. ft. custom home. I did everything from site work, foundation, framing, roofing and siding to all finish work, including tile work, cabinets, electrical finish and trim. The only things I subbed out were the rough electrical, plumbing and drywall. For last 4 years I've had the contract to design, plant and take care of all planting beds and pots at the Olympia Country and Golf Club. Because of the down turn in the construction industry, I closed down the construction side of the business to concentrate on landscaping.

Osborne Construction Co.

P.O. Box 97010

Kirkland, WA 98083

(425) 827-4221

Nov. '01- June '04

Ft. Lewis Barracks Project as carpenter. Duties: Installing metal stud work, installing refurbished windows, all aspects of finish work, some Quality Control for final closing.

Ft. Lewis Vehicle Maintenance Project as civil crew laborer and was transferred to the **carpenter crew** to finish off the project..

Duties: Layout underground pipe and electrical, Aid equipment operators, Layout and setting up footings, setting grade for all pavement, some equipment operation, all finish work on buildings, operated a boom forklift

Westlake Apt.

Olympia, WA

(360) 280-5391

(Earl, maintenance supervisor)

Aug. 2001

Construction and grounds keeping.

Was hired to rebuild wood chimney surrounds, but while waiting for the permits did various grounds job. Permits didn't come through in time, so they laid me off. While laid off I found another job.

Panorama City

Lacy, WA

(360)456-0111

Feb. 99- Aug. 01

Groundskeeper. Maintained grounds around Executive Offices, convalescent Center, Assisted Living Building and Apartment Buildings.

Planned, ordered plants, planted and maintained all common flower beds and pots throughout the property. Laid out and planted new landscaping around new units.

Worked at various jobs that needed to be done, such as irrigation, building retaining walls, driving tractor, etc.

Self employed

1990-1998 Part time

Designed and drew up plans for various projects, taking them through the permit process, including 3 Churches in the Grays Harbor area (4800-6200 sq. ft.) Drew up plans for and built decks

Training:

2 semesters of Auto cad 2000 at Centralia Com. Col.

5 drafting and design and horticulture classes and all core classes needed to complete an associates degree. Mott Com. Col., Flint, MI, Oakland Com. Col., Rochester Hills, MI, South Puget Sound Com. Col., Olympia, WA.

Multimedia and Interactive Technology Degree specializing in Web design and development, Skagit Valley College, Mount Vernon, WA.

Additional Experience:

While I was raising kids, I worked at various side jobs, including designing and building 2 cabins, many remodeling and maintenance projects, including taking down walls, building cabinets, roofing, replacing joists and flooring, basic electrical, basic plumbing.