

Cara Cottingham

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Multimedia Communication & Business Educator

SUMMARY

Dynamic individual seeks career in digital art and business education to empower students via communication technologies.

HIGHLIGHTED SKILLS

Technical Education Digital Communication Graphic Design Website Technology Video & Audio Production Information Systems	Adobe Creative Cloud Microsoft Office iPad & Mobile Technology Public Relations Journalism Photography
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EXPERIENCE

Substitute Teacher / Paraeducator, Vancouver School District #37

Vancouver, Washington — 2015 - current

A dynamic opportunity teaching a wide range of subjects to students of various abilities and ages. Specializing in communication technology at a high school level. Integrating technology into learning. Serving as a positive role model for students. Maintaining effective, positive classroom management. Extensive experience in special education classrooms.

Owner / Sole Proprietor, Cara Cottingham Multimedia and Web Services

Vancouver, Washington — 2013 - Present

Providing multimedia creation and web support for businesses including graphic design, web design/management, e-commerce, SEO, video production, professional photography & animation. Clients include YWCA Clark County, Elements of Health & Wellness, Angst Gallery, Moe's Barbershop, American Airlines, Shared Hope International, Vancouver Pie Company, Columbia Watershed Environmental Advocates, Listening Planet, Astara Yoga, etc.

Webmaster & Multimedia Communications Specialist, Shared Hope International

Vancouver, Washington — 2011 - 2014

Provided website content creation, management and technical support. Coordinated fundraising emails, event registration forms, volunteer program registration, online donation forms, online store, and online resources. Used Microsoft Excel to track and analyze web traffic analytics. Created promotional materials using the programs of Adobe Creative Cloud and Microsoft Office.

Video Conference Operator, Washington State University

Vancouver, Washington — 2009 - 2011

Operated a control room for live video classes interacting between campuses. Used analog audio & video controls to ensure students and teachers could interact via the high-quality live stream. Assisted teachers with prepared multimedia materials & technical problem-solving.

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EXPERIENCE (continued)

Station Manager, KOUG Radio - Washington State University Vancouver, Washington — 2009 - 2010

Managed a college radio station and the many dynamic individuals within it. Rebuilt the station from the ground up. Created an organizational structure, job descriptions, business & marketing plan. Managed budgets (facilities & operations), event calendars, station training events, and promotional materials. Hired and managed 7 paid director positions and trained over 60 Volunteers.

Copy Center Associate, Staples Vancouver, Washington — 2007 - 2008

Graphic design and print preparation for business cards, posters, name tags, manuals, booklets, newsletters, brochures, books, and more. Operated color laser printers, copiers, wide-format inkjet photo printers, laminators, folding & binding machines, faxing, and performed finishing services.

EDUCATION

Cascadia Tech Academy Washington State CTE Teaching Certificate — 2016 - Present Certification in progress for Communication Technologies.

Classes completed:

- CTE 101: Elements of Teaching
- CTE 201: Advanced Instructional Techniques

Washington State University Vancouver Bachelor's Degree in Humanities — 2008 - 2011 (Conferred 2016) English, Digital Technology & Culture, Fine Arts.

- Student Media Board
- Chancellor's Student Advisory Board
- Managing Editor / Webmaster – Salmon Creek Journal
- Received the Award for Excellence in Leadership
- Nominated for Distinguished Woman of the Year Award

Clark College Associate's Degree in Arts — 2002 - 2005 Graphic Design, Photography, Biology, Women's Studies.

REFERENCES

Randy Howard
Teacher of Video Productions
Hudson's Bay / Vancouver Public Schools
Randy.howard@vansd.org
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Leslie Morrison
Employment and Transition Liaison Teacher
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Sharon Svec
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