|  |  |  |
| --- | --- | --- |
| **Sally Tanner**  **General Manager, Content Specialist**  **Standard Beagle Studio** | | |
| **Agency/Position** | **Clients** | **Job Duties** |
| Standard Beagle Studio  Director of Account Service  January 2014 – Present  The Austin Diagnostic Clinic  Executive Administrative Assistant  Sept 2008 – Oct 2014  Scott, Douglass & McConnico  Litigation Assistant  Sept 2001 – Sept 2008 | BlocPower, Center for Active Design, Carole Callaghan Law, Seminole Hospital District, The Austin Diagnostic Clinic, Marathon Kids, #climate, Mesh Yoga,Reed & Villpando Law Firm, Central Road and Utility, Wise Pool Company, Summit K12, Elizabeth Reed Law Firm, PK Wellness, Dr. Francis Buzad, Wedding Oak Winery, Top of the Hill Country Wine Trail, Alamosa Wine Cellars, Wellspring Craniofacial Group, Alamo Pecan and Coffee Company, San Saba Chamber of Commerce | * Oversee a team of web designers and developers and ensure projects are being managed both in time as well as cost to client. * Scrum master for large scale projects * Act as liaison between the client and the web developers. * Create, develop and manage content for organization’s web presence through content management systems; * Maintain a consistent look and feel throughout all web properties * Working with a cross-departmental team, maintain and develop the master content calendar for all web properties * Copy-edit and proofread all web content; * Track and report on all site metrics. |
| **Education** | | |
| Solano College | Early Childhood Education |  |
| **References** | | |
| Rocky Epstein, Director of Marketing and Communications  Austin Diagnostic Clinic  512-901-4448  [repstein@adclinic.com](mailto:repstein@adclinic.com) | Nicholas Arledge  COO  Seminole Hospital District  432-758-4814 | Andrew Cao, Managing Parner  Motoza  512-925-1374  [andrew@motoza.com](mailto:andrew@motoza.com) |