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**Experienced Website Designer thru all stages of Development, Office Manager, Administrative Coordinator, Secretary, Account Controller, Bookkeeper, and Receptionist to include all General Office Work, Internal and External Communication, Advertising, and Customer Service.**

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## Summary of Qualifications

- 8 years as an accomplished website designer - see [saturnwebsitedesign.com](http://saturnwebsitedesign.com) for portfolio.
- 15+ years experience in office management, office work, publications, sales and customer service.
- Strong artistic, mathematical, organizational aptitude and prioritizing skills for office management, office work and website design.
- Efficient project management and strong relationship building and liaison/customer service skills – Developed sustained relationships with employees, external vendors and clients.
- Experienced in data entry, writing and proofreading state wide bids, business letters, proposals, web content, instructions, employee manuals, forms, and advertising for various media.
- Planned organized, wrote agendas and facilitated meetings and delivered several talks before groups concerning websites, computers, software and the Internet.
- Enjoy learning and applying new techniques, procedures, software, and overcoming challenges.
- Organized, diligent, dependable, detail oriented, prioritizes work and gets the job done correctly and always on time. Enjoys designing, compiling, updating and generating crucial reports.
- Fast, efficient learner, friendly and outgoing. Works well with others and as part of a team.
- Trained and monitored staff on duties and clients on using computers and specific programs.

## Technical Skills

- Software: Adobe CS4 Suite, Adobe Dreamweaver, Photoshop, WebplusX2, All Web Menus Pro, plus Microsoft Office to include Word, Access, Excel, PP, Publisher, Outlook, Project, SharePoint, Paper Port, Peachtree Accounting, Quicken, QuickBooks, Social Media, E-Mail Newsletter Development & Google Analytics. Banking software - Prologue, Horizon, & Optima.
- Languages: XML, HTML, XHTML, CSS, some JavaScript, SQL, PHP- & embedding Flash
- Operating Systems: Windows 7, Vista and previous versions of Windows.

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## Professional Experience

### Website Designer

**Saturn Web Design** (a division of Saturn Computers) - Anderson, Indiana / 2002 – Sept. 30, 2009  
*Saturn Computers is a locally owned computer company and retail store.*

- Planned, designed, constructed and launched websites for various companies and organizations using Dreamweaver, Adobe Photoshop, FrontPage and other web development programs.
- Collaborated with organizations and owners, building good relationships, to plan, develop, streamline, reorganize, improve and maintain their websites.
- Daily work in the HTML, XHTML and CSS code and some JavaScript to achieve desired results.
- Effectively managed multiple website projects while meeting owner objectives and deadlines.
- Applied web content best-practices for optimum usability, consistent branding and design.
- Practiced important SEO techniques to insure optimum placement on the Internet.
- Designed email newsletters and familiar with employing social media marketing techniques.

# Peggy M. Dixon

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## Professional Experience continued...

### Office Management, Corporate Secretary and Account Controller

**Saturn Computers** - Anderson, Indiana / 1995 – Sept. 30, 2009

- Supervised and managed the office and sales staff. Responsible for buying from some vendors.
- Working knowledge of Peachtree Complete Accounting Software, QuickBooks & Quicken and daily performed all typical office and accounting duties including A/P, A/R, Payroll, Invoicing, and Tax Reports for EOM and EOY work. Compiled reports; created and maintained files.
- Daily use most of the Microsoft Office programs, especially Word, Excel, Outlook, PowerPoint and Publisher. Some experience with Access and Project.
- Responsible for the timely generation and payment of Payroll, Sales and Employment Taxes.
- Generated all the needed reports for monthly, quarterly, and year end taxes and accounting.
- Initiated, created and implemented correspondence and advertising for this retail store, including websites, brochures, signs, state wide bids, business cards, yellow page ads, newspaper and direct mail advertising.
- Trained and monitored staff on jobs and trained clients on the use of computers and software.
- Demonstrated expertise in customer service performed in person and on the phone; knows the value of being tactful, caring and courteous to achieve successful results. Worked as a Receptionist also.
- Standardized and authored detailed instructions and logical production quality control lists.
- Executed and Maintain an EBay Store to sell inventory and other items.

### AP Specialist

**Accountemps – First Merchants Corporation** - Muncie, Indiana / Sept. 30, 2009 - Dec. 31, 2009

*Supervisor at First Merchants – Jennifer Mainord – Call her at 765-747-1378*

- Prepared incoming invoices, stamped and coded invoices for vendors and employees.
- Emailed and phoned employees or vendors for W-9s, coding and/or approval information.
- Processed invoices, writing checks or performing direct deposit for employees.
- Verified and prepared checks for mailing and other AP work for the department. Entered new vendor and new employee information into Prologue.
- Checked accounts and uploaded check runs so accountants could manage the accounts at various bank branches using Horizon. Optima was used to check older invoices for information.
- Created bar code cover pages and scanned invoices for filing electronically. Office & Commissary Management and Corporate Secretary

**Dwyer Vending - Anderson, IN** (This company is no longer in existence.) Prior to 1995

- Managed the office and performed the day-to-day operations needed.
- Established, then expanded, designed, oversaw the building of and managed a food commissary for this company in Marion, IN.
- Redesigned the way property tax information was organized and reported from products located in vending machines and offices in several counties.

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## Other Recent Experiences & Achievements

- Event planning – Initiated, planned and coordinated a class reunion for over 200 people.
- Organized, Designed and Created a large website (over 100 pages) for this class of 475; this is still maintained.
- Have acted as president of a local extension club and the Edgerle Reading Club.
- Designed and prepared award winning displays for Saturn Computers and clubs.
- Volunteer, redesigned and maintain the website for Countryside Animal Rescue.
- Personally rescue dogs and cats in need and find homes for them when needed.
- Enjoy walking my dogs about three miles each day for exercise.

## Education

- Bachelor of Science Degree / Major in Mathematics & Computers – Purdue University
- Minor in Economics from Purdue University, West Lafayette, Indiana
- Completed an extra semester in Education to qualify for a Teaching Certificate.
- A copy of my Purdue transcript is available upon request.
- Have attended many on-site and on-line seminars to further skills in web design and business management and organization. Always willing to attend and learn more to enhance relevant needed skills.
- Completed an extensive multi-week Sales Training Program through The Resource Development Group out of Indianapolis, In