

ZEENAH SPIRIT ZIINO RESUME

406-849-4128

zwebdeveloper.com

165 Homestead Dr
Columbia Falls, MT



[LinkedIn](#)



[UpWork](#)

PROFILE

For the last 22 years, I ran a successful virtual assistant and web design freelance business. During that time, I worked for many entrepreneurs, helping them build online businesses from the ground up.

I have worked on various web development and website design projects. I have also worked as an online business manager, helping entrepreneurs run their online businesses. I complete all the technical tasks of the business so that the entrepreneur or business owner can focus on products or services.

I am very good at solving problems and finding solutions to make processes work efficiently or even completely automate tasks.

Over the years, I have designed hundreds of websites and other online media, including landing pages, sales pages, event pages, online downloads and printed materials, created images, edited photos, created editable pdf documents, formatted documents, designed ebooks, flyers, business cards, logos, as well as help with online presence (social media, blog posts, create newsletters, teleseminars, and customer service). Whatever your online business needs, I can make it happen.

I am seeking a full-time position that utilizes my creative talents and experience. Authorized to work in the US for any employer.

EXPERIENCE

SELF-EMPLOYED, zWebdeveloper.com

Columbia Falls, MT — 2003-PRESENT

I work in many positions including: Online Business Manager, Executive Assistant, Virtual Assistant, Web Designer, WordPress Developer, System Admin, Tech Support, Project Developer, Online Learning Course Developer, and Customer Support Supervisor.

CARTOGRAPHIC TECHNICIAN, USFS Department of Agriculture

Kalispell, MT — 2002-2003

I was hired to create a research website. I also created maps, posters, and animated presentations, and wrote a tutorial for a software learning tool.

AUTOMATED DESK CLERK, USGS Department of Interior

West Glacier, MT — 2000

A summer job in college. I was hired to do data entry using MS Access. I filed papers, copied documents, and built reports.

**DESK CLERK/RECEPTIONIST, USFS Department of Agriculture
Hungry Horse, MT — 1996-1999**

I designed posters in Corel, I used cartographic software to correct maps, I helped in the reception area (I greeted visitors, sold merchandise, operated the phone switchboard, taught computer skills, faxed and copied documents).

EDUCATION

UNIVERSITY OF MONTANA, Missoula, MT

BA in Fine Arts minor in Media Arts emphasis in Photography — 2002

COLUMBIA FALLS HIGH SCHOOL, Columbia Falls, MT

Graduated High School Valedictorian — 1999

SKILLS

- Web Coding (HTML, CSS, WordPress, Sublime)
- Web Design (Dreamweaver, Illustrator, Affinity Designer, Flinto)
- Photo Editing / Graphic Design (Photoshop, Affinity Photo, Sketch, Corel)
- Project Management tools (Jira, Avaza, Asana, ClickUp, Trello, etc)
- CRMs (Salesforce, HubSpot, Zoho, Drip, ConvertKit)
- Web Conferencing (ZOOM, Google Meet)
- Customer Service (ZenDesk, FreshDesk, HostShop)
- Automation (Zapier, Salesforce, Drip)
- Web Tools (Dreamweaver, MySQL, PHP, SEO, WHM, cPanel, FTP, Google, Analytics)
- Software (Word, Excel, Powerpoint, Quickbooks, Honeybook, Pages, Numbers, Keynote, iMovie, Illustrator, Acrobat, CyberDuck)
- Video Editing / Audio Editing (iMovie, LottieFiles, StoryBlocks, WavePad)
- Other Skills (Marketing, New Product Development, New Business Development, Receptionist, Typing)

AWARDS

“Hidden” Photograph, Award of Excellence, VSA Arts and Volkswagen of America — 2006

Displayed in the S. Dillon Ripley Center and the Smithsonian Institution.

“Mind’s Eye” Photograph, Award of Excellence, VSA Arts and Volkswagen of America — 2006

Displayed in the Kennedy Center Hall of States.

“*Mental Chaos*” Painting, Accepted into the Permanent Collection, MDA Museum — 2003

Displayed in a Billings, MT exhibit and is now in their main collection.

CERTIFICATIONS/LICENSES

CERTIFIED WORDPRESS DEVELOPER, March 2014—Present