

METTE MARIE LIST

CV & SKILLS



Skills and competences

I have worked with programmes such as **Adobe CS5 and 6, Filezilla and Office**. CMSs such as **Drupal, Wordpress, Prestashop, Umbraco and RapidWeaver**. I have coded in **HTML and CSS**, and know some **PHP and JavaScript**. I have worked with the A/B testing system **Visual Website Optimizer**, e-mail marketing system **Campaign Monitor** and **MailChimp**, social media administration programme **Falcon Social** and the analysis and add tools **Google Analytics and Adwords**.

CURRENT JOB

08/2017 > now

Project Assistant at It-forum

Graphic design, setting up and updating newsletters, calendars and websites, helping out at conferences, lectures and network meetings etc.

WORK EXPERIENCE:

10/2014 > 01/2017

Web Editor at Plastic Change

Updating and optimizing content on website, responsible for newsletters, blog and social media. SEO, conversion optimisation, graphic design and communication.

03/2016 > 04/2016

Assistant at Drumstick

Updating website, SEO and social media. Helping in the shop and stock.

02/2016 > 03/2016

Graphic designer at Jewelry by AD

Design of marketing materials such as catalogs, banners, ads and pictures for SoMe. Maintenance of, and updating, the website.

12/2015 > 01/2016

Webdesigner at Bravo Media

SEO, image editing, communication, online marketing, SoMe strategies, designing and updating websites.

04/2015 > 10/2015

Digital Marketing Assistant at Greenpeace

Digital lead on the Stop Fracking and Detox campaigns. Updating campaign sites and social media. Communication, design, translations etc. Collaborations with Scandinavian and other international coworkers.

08/2013 > 10/2013

Intern at Greenpeace

Taking part in the digital marketing and communication tasks such as social media, translations, creating content, design, coding and campaign work.

01/2012 > 03/2012

Intern at The Danish Vegetarian Society

Developing a re-design and update of their Drupal website. User testing and writing guides.

05/2011 > 2015

Voluntary work

Greenpeace, Danish Vegetarian Society, Roskilde Festival/Gimle music venue, Plastic Change

Other jobs

Barista, Mover, Accounting- and administration assistant, Student assistant, Cleaning assistant, Clerk, Papergirl.

EDUCATIONAL BACKGROUND:

- 08/2017 > now** **Master of IT (ITKO) at Aarhus University, BSS**
*IT, Communications and Organization.
Project Management, Requirement Specifications, Teamwork, Organization and Management, Marketing, Business Analytics, Digital Business, Knowledge Management, Digital Transformation, Databases and System Architecture.*
- 10/2016 > 05/2017** **UX Design and Research at University of Michigan (online)**
Usability, interaction design, design principles, tests and research.
- 09/2014 > 10/2014** **Online Marketing at Bigum&co**
Understanding and executing SEO analysis, usability, blogging, conversion optimization, A/B testing, e-mail marketing, social media, Google Adwords and PR.
- 08/2012 > 01/2014** **E-Concept Development at KEA**
Project management and development of concepts for digital, online and social media, marketing campaigns and visual identity.
- 08/2010 > 06/2012** **Multimediasdesign at EASJ**
Creation of multimedia from brainstorming, design and code to online communication, social media strategies and viral marketing.
- 01/2010 > 06/2010** **Inspiration and enlightenment at Borups Højskole**
Creative, professional and personal development in song, photography, graphic design, animation, film and art history.
- 08/2007 > 06/2008** **Photography at KTS**
Digital and analog photo techniques, creative, visual and conceptual storytelling.
- 12/2005 > 03/2013** **Other courses**
Design level C, Math level B, German level C, Entrepreneurship, Drivers license, First Aid, Photography.

OTHER RELEVANT INFO:

- About me** *Born in 1985, live in Aarhus, from Copenhagen, single, 0 children.
I am curious, creative, humorous, responsible, serviceminded, systematic and a fast learner. I enjoy asking questions, thinking outside the box and improving myself.*