



## Aimee Cain

Content and Event Specialist

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### Position with Firm

2021–present ***Content and Event Specialist.*** Formatting and remediating documents according to the house style guide; performing quality assurance checks to produce high-quality, accessible project deliverables; creating HTML emails, collecting and analyzing email data analytics and trends, and managing the firm’s contact lists; and planning, coordinating, supporting, and executing events for the firm and its clients.

2018–2021 ***Document Formatting Specialist.***

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### Previous Professional Experience

2017–2018 ***Production Project Support, Alt+Shift, St. Johns, Michigan.*** Created and formatted documents and presentations according to Web Content Accessibility Guidelines 2.0 accessibility standards. Worked with contracted website developers and staff to maintain and update company website. Created graphic material for marketing and events. Connected with stakeholders through social media channels, including Twitter, Facebook, and YouTube. Supported trainings and workshops by managing registrations and assisting with event logistics.

2014–2017 ***Lending Librarian/Project Support, Alt+Shift, St. Johns, Michigan.***

2013–2014 ***Creative/Administrative Support, Center for Educational Networking, Lansing, Michigan.*** Supported the assistant director in overseeing operations, including management of finances and information technology. Collaborated with various departments in the creation of documents and presentation materials. Assisted with the production of seminars, events, and training sessions. Supported web developers in executing content updates and monthly analytic reports for eight websites.

2011–2013 ***Lead Administrative Assistant, Center for Educational Networking, Lansing, Michigan.***

2009–2011 ***Administrative Assistant, Center for Educational Networking, Lansing, Michigan.***

1999–2009 ***Program Assistant, Center for Educational Networking, Charlotte, Michigan.***

1998–1999 ***Student Assistant, Center for Educational Networking, Charlotte, Michigan.*** Processed documents, fulfilled orders, and performed administrative duties for staff.

Education      Lansing Community College, studies in graphic design

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### **Additional Training and Skills**

- Microsoft Office Suite
- Adobe Creative Cloud
- FileMaker Pro