

PERSONAL DETAILS

 Chris Griffault

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EDUCATION

College	University of Virginia
Degree	B.A. Religious Studies
Graduation Year	1993

EXPERIENCE

MSFC

November 2016 - Present
Philadelphia, PA

Program Coordinator

Responsible for the overall coordination of multiple programs for medical students. Duties include website maintenance, conference planning, travel arrangements, reimbursements, database management, liaising with medical students, logo and document design.

CIEE

2002 - 2012
Portland, ME

Senior Web Designer

Created wireframes, storyboards, user flows, process flows and site maps to communicate interaction and design ideas.

Conceptualized original website designs, designed all graphical elements and manipulated images in Photoshop.

Designed and managed email marketing campaigns. Created responsive emails, landing pages, and online forms.

Hand coded sites in HTML and CSS.

CIEE

2000 - 2002
New York, NY

Senior Coordinator – Internship Program

Coordinated the operations of an international internship program with over 800 participants.

Implemented strategies to increase program effectiveness by creating a database to automate procedures and track participant problems.

Mediated between host companies and interns regarding program compliance.

CIEE

1998 - 2000
Paris, France

Coordinator – High School Programs

Managed exchange program for over 40 high schools between the U.S. and France.

Sourced qualified vendors to provide program resources for all exchange groups.

Managed all travel and lodging logistics for student groups in France.

European Center for the Epidemiological Monitoring of AIDS

1998 - 2000
St. Maurice, France

Coordinator – Scientific Assistant

Responsible for communications, travel, database management, and event planning pertaining to a European Cohort study on HIV Infection in Women.

Responsible for the shipment and storage of contaminated blood specimens from 10 European centers.

Provided editorial support and created graphs, charts, and documents for publications and presentation.

Member of the organizing committee for the Symposium on Women and HIV Infection in Europe.

SKILLS

Bilingual French / English

Adobe Creative Suite

HTML5 + CSS

Microsoft Office

Bootstrap