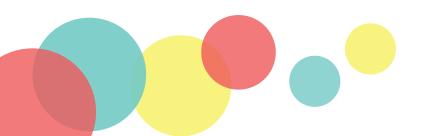


OPENLABINTERNSHIP

with Early-Adopter

by: Shanel Mastroti







The past few weeks have been a huge learning experience for me. For most of the first week, I've been trying to perfect my resume. Since I have not planned ahead of time for the Internship class; I am stuck trying to get some type of portfolio together. I know that in order to get an internship I need to show off my skills.

Doing some online research helped a lot. There were some online PDF portfolios that would be useful in helping me create a decent portfolio to show. I am currently taking the portfolio class now but I get the feeling I should've taken that class before Internship. Regardless of this fact, I will do my best to pass this class.

My first step includes getting my resume and portfolio done. Next, apply for as many Internships as I can until I get one. I have been looking for both graphic design internships as well as web design. Although I major in web design, the career I want to strive for would be in animation. I've been looking at a few internships in animation but, I cannot provide the skills required.

Since I may not land an internship right away; I plan to work for twelve hours each week. This way I can reach 120 hours by the end of the semester, by making up for a week missed in two weeks' time. I am hoping to get an interesting internship that will prepare me for the real world. It would be even better if I were to get hired at some point.

Shanel Mastroti

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Education

NYC College of Technology
AA in Communication Design
B.Tech in Web Design
2010 – Present
2012
2012
2014

Relevant Courses

- 1) Information Architecture
- 5) Web Design 1, 2 & 3
- 2) Design for Mobile Devices3) Interactive Animation
- 6) Dynamic Web
- Motion Graphics
- 7) Rastor & Vector Art

Skills

Extensive knowledge of HTML5, CSS3, Javascript & Jquery Familiar with PHP & Wordpress Proficient in Adobe Photoshop, Illustrator, InDesign & Dreamweaver Experienced in Adobe After Effects & Flash Familiar with both PC & Mac computer systems

Work Experience

Freelance Web Designer: Boys & Girls H.S Drama Club 2012

Designed and developed club website Created club logo

Presented & created posters for shows and upcoming events

Freelance Graphic Designer: The City Reliquary Museum 201

Designed City Reliquary postcard & invitations





For the past two weeks I've been working on my resume, portfolio and logo. I have not really had a logo set up for myself and I needed one. It isn't perfect and far from what I wanted, but it works well enough. Since I have not worked on my portfolio site in about two years; I'm working on making it better and adding the skills I've gained since making the site. I've also managed to complete a full PDF portfolio in order to show off work I have done so far.

After making and perfecting everything, I began applying to a number of internships in both web design and graphic design. The main things I looked out for when searching for an internship were the requirements. Many web internships had requirements in programming languages that I have not heard of or just was not familiar with.

After many searches for web internships I switched to looking for those in graphic design. Many of these were straight forward and some challenging. There were a few however, that involved subjects that I was not fully interested in. One of them pertained to jewelry, something I am not too interested in. Eventually, I had no other choice to go back and apply since I did not hear much from the others. I tried sending a secondary email, just in case they did not receive the first. Unfortunately, I still have not received a reply from any of the places I applied to. Hopefully I will land an internship soon.



- Sp>Saint Albans, NY 11412
- (347) 299 2393

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Designed City Reliquary postcard & invitations

Web Design Intern: Early-adopter Designed & created style audit for client's website

- Created spread sheet for CSS styles
- Provided ideas for better website structures



2013

2014 - Present



After having a lot of bad luck these past few weeks, I seem to have a hint of hope. I recently got in contact with a professor of mine from last semester. He has his own web design company called early-adopter. They specialize in designing, upgrading, and revamping Wordpress sites. Most of their projects involve a programming language of PHP.

Last semester I had this professor for web 3 and the class was mainly about Wordpress and PHP. I am not very confident working with PHP, so I believe this internship will be both challenging and a great learning experience. I am hoping I will come out of this internship with a better understanding of PHP and Wordpress.

Knowing that Wordpress is a great and powerful tool; many people will pay a lot of money for a customized Wordpress

theme or site. I am very excited about this opportunity and I hope everything works out for the best. My meeting is this Thursday at 11:30 a.m and I cannot wait to see what is in store for me.

Since I've practically missed out on an internship for about a month; I am thinking about working fifteen hours a week. Since I have only one day of classes, I will like to work five hours three days a week. This way I will reach my goal of 120 hours by the end of the semester.



This week I had my interview at early-adopter. I was a bit nervous since it was my first interview ever, but I think I did pretty well. At the start, I was informed of the different projects that were in effect. One of them was a paid internship, which involved working on the City Tech Open Lab website. The next involved CSS styling for a complex Wordpress site. There was also a project which involved Information Architecture knowledge. The three I mentioned were the projects I was interested in working on.

I was mostly interested in the Open lab project because not only was it paying, but it would help me improve my skills in Wordpress and PHP. Increasing my knowledge of Wordpress was one of the main reasons I looked for an internship opportunity at early-adopter. So, it goes without saying that I wanted this project the most.

As for the CSS and Information Architecture projects; I was interested in those mainly because I knew I would be good at the job. Working with CSS and Adobe Indesign is one of my strong points so things would go smoothly if I had to work on those projects.

While at the interview I told the CEO what I liked and why I chose the projects I did. We also talked about my previous projects and some were shown to the others there. After looking at some of my work I was asked a few more questions about my schedule and what classes I am currently taking. When everything was done I thanked everyone for their time.





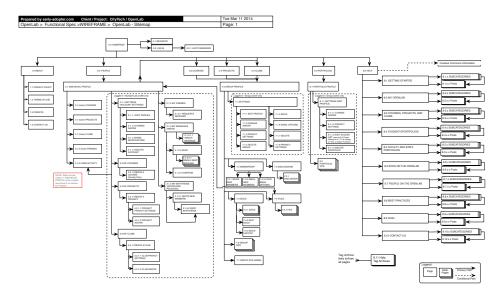
This week was the start of my new internship at early-adopter. When I stepped into the office I saw one of my fellow classmates. It was her second day on the job and she was working on the Open lab site as well. It was good to know I would be working with someone I already knew.

The day mostly consisted of me creating a Gmail account, downloading tick timer (which is an app that allows me to time my work so I can keep track of accurate time), and setting up an account with the open lab test site.

My first assignment involved looking over the open lab test site and getting to know it. In order to do that I was given the site map, and had to check off each page I visited and listed links. I was also told to create a test account in order to see how both faculty and students navigate across the site. By

doing this I was able to see popups as well as alert messages.

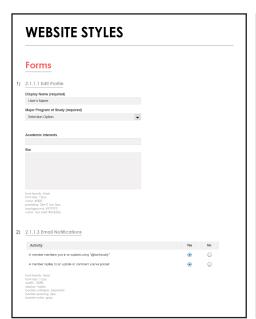
I was informed that our main job was to make the site's code shorter. The idea behind this was to use something called Buddypress. Buddypress allows developers to shorten code based on styling. For example, if you have borders that are 1px solid grey and some are 2px solid grey; you must decide whether it should be kept in the code or not. If you choose to take 2px solid grey borders out of the code, Buddypress will allow you to create variable which pertain to each border on the site. This Thursday I supposed to take screen shots of alerts in order to make a style sheet for the site.



This week I continued working on the style audit for the openlab website. I've been mainly working on the forms, buttons and icons sections. The forms section was pretty easy to work on since it was a small section. The main hassle working on that section was the missing form captions. There were guite a few forms located on the site that were not listed in the style audit. Since some forms are styled differently, it is very important that each of them must be listed within the style audit. There are some forms with drop-down menus and some have check boxes. With this knowledge, I had to find where each form was on the site, take a screenshot of it. and place it in the style audit. It was time consuming, but luckily there were not too many different form styles.

For the icons and buttons section, I had to make sure all of them were listed and find where they were located on

the site. The hardest part about working on this section was looking for each of them and getting all the screen shots. Not only do you have to include each icon but you must place the over style in the audit as well. Luckily, none of the buttons or icons were missing. There were only a few images that needed to be replaced due to poor resolution. Sometimes I would confuse myself with the locations because some icons appeared in more than once. I managed to finish those two sections with minimal complications. Next week I'll be working on redesigning some of the captions taken from the site.



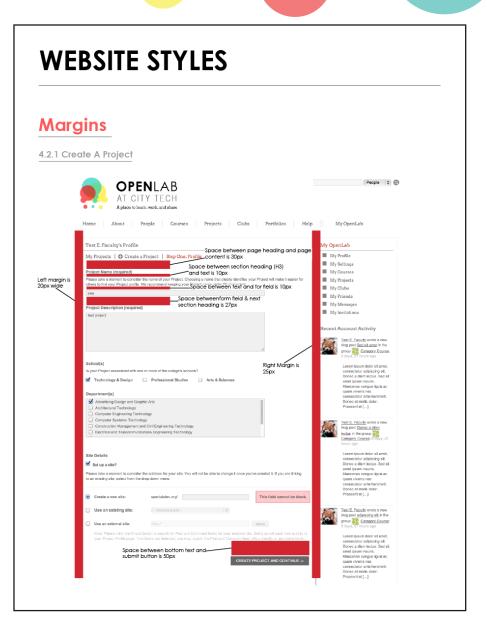
ALERTS, BUTTONS & ICONS	
Alerts	
2.1.1.4 Delete Account	
WARNING: Deleting your account will corplease be careful with this option.	impletely remove ALL content associated with it. There is no way back,
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1.4 Contact Us	
Validation errors occurred. Please confirm th	ne fleids and submit it again.
fant-family: Ariat fant-size: 11 px fant-size: 12 px fant-weight: 400; color: #717171;	border: 2px solid #F7E6FF;
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0.1 Register	
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font-family: Ariati font-ize: 1 px: font-weight: normati color: #717171;	background-color: # FFC9C9; border: solid 1px #DC7E7E;



This week I continued working on the style audit for the open-lab website. I've completed the forms, buttons and icons sections so now I am working on recreating screenshots taken from the actual site. In the navigations section there are a lot of screenshots, which are not at full resolution. In order to make our style audit look good when printed; we must recreate these shots in Photoshop.

For most of this week I will be spending time recreating each image in Photoshop, once I am done with them I'll bring them into InDesign and add them to the style audit. Recreating each image is not necessary but screenshots are taken at 72 dpi, which is good for digital viewing not for printing. Since each screenshot has a resolution of 72 and to print we need images with 300 resolution, it only makes sense to make everything look as clear as possible when printed.

Once I am done with working on the images I can move on and find each link location. Not only will I have to navigate across the test site but I will have to look at the CSS style sheet. Within the Navigation section there are a few CSS styling references, such as margin measurements and padding. In order to find these variables I have look through the CSS style sheet to find it. This will probably be the most troublesome section of the style audit because it is the longest section and has the most design references. I will have to list both the locations and styling references. Although, I had to mention styles for other sections, this sections styling changes often when dealing with measurements. Next week will probably be my last week working on the style audit.





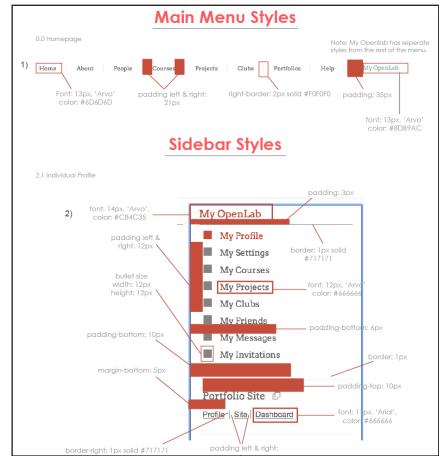
This week I continued working on the style audit for the openlab website. I've completed the forms, buttons and icons sections as well as the screenshots needed within the navigation section. Finding certain CSS styles for the navigation menus were very tricky. Since some menus change depending on the page the user is on: measurements tend to differ and cause a bit of confusion when inputting the information within the style audit spreadsheet.

Margin and padding measurements are different based on what page you are on and what section of the sidebar you are on. For example, if I was looking at the space between the sidebar title and the menu, I would get a larger margin or padding than if I was looking at the space between the menu links. For the spread sheet we had to input the styling for each object within the audit, which made it

confusing because there were at least four different padding and margin measurements for the sidebar. Due to this issue my supervisor and I decided that our next step would be to look at screenshots of each menu bar and see what measurements are used for each. Once this is done. everyone will have a better understanding of what is going on and possibly make it better. Our main goal for doing this would be to ensure that all menus have the same measurements and if not, we would simply figure out what would be best to use for each.

Going back to the style audit however, there were not many problems I faced after finishing up the sidebar area of the spreadsheet. There were a few errors in the old audit where certain link styles were incorrect. I am not sure how old the first version was so it may not have been an error but a style change within the site. In

any event some corrections had to be made and I did notice that I made quite a few mistakes myself when looking over the icons section. Luckily I was able to catch those mistakes while working on the spreadsheet.





This week I finished up working on both the style audit and spreadsheet. After fully completing three sections of the style audit I started working on the thumbnail and profile images section of the audit. This section was very easy and took no time at all to find. I would say the most confusing part about this section was the different sizes of each thumbnail.

Courses, Projects, Clubs and people profile images were easy to find and pinpoint. Their sizes were basically the same throughout the site. The thumbnails however. were a totally different story. For instance, when a user is logged in on the homepage there are thumbnails for the user when they are logged in, a thumbnail for "In The Spotlight" section, and thumbnails for the "Who's Online" section. There are more thumbnails than that but those

were just to name a few.

As I have mentioned before. this section wasn't hard but did take a lot of time when I had to find them and add them to the spreadsheet. Once I finished this section of the audit I continued working on the style sheet until all sections were finished. Once I was done with everything I uploaded all my files to dropbox for my supervisor to review. Shortly after that we continued to discuss how we were going to work on the sidebar measurements. Sarah (my supervisor) informed me that she took six different screenshots of the sidebar from different pages within the openlab site. Although there are probably more different sidebars, she just wanted to see how many different measurements were used within different sidebar styles. She figured that six should be enough to gain an

understanding of what mistakes were made and how to fix them.

THUMBNAILS & PROFILE IMAGES Groups page image dimensions 3.0 Courses, 4.0 Projects, 5.0 Clubs, 6.0 Portfolios 2.0 People Group "courses", "projects height: 72px; "clubs", & "portfolios" border: 1 px solid #EDEEEF; thumbnails width: 100px; height: 100px; border: 1px solid #EDEEEF: Single pages image dimensions 7.0 Group Profile 2.1.3 My Messages (Inbox) 7.2 Membership width: 60px: "My messages" thumbnail width: 95px: border: 1 px solid # EDEEEF: "User", "courses", "projects", & "clubs", profile width: 225px; height: 225px; border: 1px solid # EDEEEF;



This week I began working on the sidebar measurements for the Openlab website. My supervisor informed me that their leading Graphic Designer has decided to scrap the old code and use Bootstrap. Knowing that there could be different styles for certain sidebars; we took screenshots of each and brought them into Photoshop.

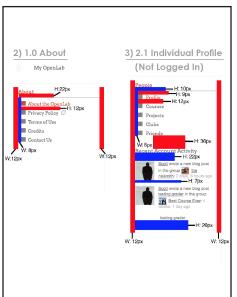
While in Photoshop I used the rectangle tool to measure the spaces between links, lines of text and images located within the sidebars. With different color boxes located within each space, we were able to measure the height or width of the shape to determine what the right measurement could be. There were approximately ten different sidebar menus to measure. Some measurements stayed the same and others changed by one or two pixels.

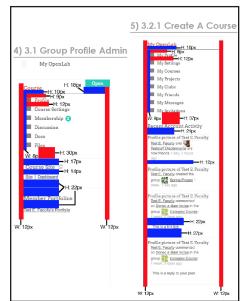
Once I finished measuring each

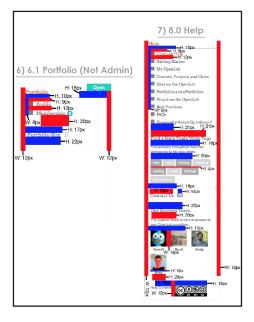
sidebar; I took each image and brought them into InDesign to create one full document. Next, was locating where each sidebar was located based on the sitemap of the Openlab website. After listing each location, I dropped my files off into Dropbox for my supervisor to review.

I then began working on the spreadsheet. I had to add another section for the sidebar measurements and list the name, description, location and link to the page of the site. I had to repeat this step for each sidebar. As a double check, I looked at the sites CSS styling just to see how close my measurements were to the styles on the site.

Next week, I'll be starting the measurements for the group listings pages, which includes the Courses, Projects, Clubs, People, and Portfolio pages.









This week I started working on the Groups Listing page measurements. This section was a bit harder than the sidebar measurements due to the fact that there were a lot of images and different measurements with spacing. Many elements of the page required both width and height measurements.

Certain sections, which held images required measurements on all sides of the square where the profile images were located. Luckily, the measurements were consistent when it came down to all the images. The only differences where the line spacing between each section. Some People, Courses, Projects, Portfolio, and Club profiles had extra lines of text depending on which profile it was. If that was the case, those sections had an additional measurement. which probably did not match up with the others.

Once I finished working on the image measurements; I put each of them within an Indesign document. Once all my images were placed; I located the area of the site these listings were located on using the sitemap and placed each over the image. Once that was done I saved my document as an Indesign and PDF document.

Like each project before, I dropped all my files into Dropbox for my supervisor to review. Once that was done I went into the Openlab Style Audit Spreadsheet and filled in all the required information. Within the following week I would be working on the Forms section for the measurments.







This week I was supposed to be working on the Forms measurements but; I was informed by my supervisor that we would be working on the Openlab poster for an event at City Tech. My supervisor sent me the old poster and told me to make up four different images showing what we did at the internship as well as an image showing the browse tools we used. She informed me of what the image sizes should be and sent me a pre-made version of the poster to work with. She also told me to retrieve the logos for the browser development tools we were using to locate code for the site.

I created four different documents in Photoshop and placed certain information from each section of the style audit into each document. Then I browsed online to find decent logos for Safari, Firefox, and Google developer tools. Firefox was the only browser, which

had a name and logo for their developer tools (Firebug). Google had a name for their development help source team (Google Developer) and a logo. Although, it wasn't specifically geared toward the developer options within Google Chrome's browser, it worked nonetheless. Lastly, Safari had nothing to go by so I just used the Safari Browser logo.

Once I got all my images together, I placed them all within the same document as one image. I saved each image and placed them within the poster file my supervisor sent me. I made sure everything was aligned and provided the information for each image I created. Once I finished with that I dropped my file off in Dropbox for my supervisor to review.



INTERNSHIP WITH **EARLY-ADOPTER**

In March, 2014, City Tech's OpenLab Staff hired two interns, Advertising, Design and Graphic Arts seniors Shanel Mastroti and Ira Santiago, to assist with documenting the CSS styles and the design of the OpenLab. The purpose of the documentation is to assist with OpenLab design and development work and eventually to help other schools create their own open-source digital platforms. The OpenLab interns worked with Information Architect Sarah Perry-Stout at Early-Adopter, a web marketing company located in lowe

City Tech's OpenLab is an open-source digital platform where students, faculty and staff can meet to learn, work and share their ideas. Its goals are to support teaching and learning, enable connections and collaborations and strengthen the intellectual and social life of the college community



Firebug, Safari and google's developer tools are very essential for this project. It allows us to view the code as well as the site and helps to pinpoint bugs and mistakes in coding.



A site map is a diagram that shows A site map is a diagram that shows how many pages a website will have and the parent/child relationship between the pages. These diagrams are useful to show the size of the website and as a reference for the page names and numbers.



Alerts, Buttons, & Icons

the icons, buttons and alerts found on the site. Their css styles along with their site map number are added in order for others to be able to pinpoint their location visually and in the site's code.

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Typography

Typography is vital for users to make Typography is vital for users to make connections to content; too many font styles can interfere with how a user defines the hierarchy of a page. By identifying all of the font styles found on the OpenLab website, they can be narrowed down to one style, creating a consistent hierarchy



Within this section of the style audit you can find a list of different forms on the site. Measurements are the very important factors when dealing with forms and they were listed within the css



Colors and Borders

From all of the colors found on the website, they can be narrowed down to a specific color scheme that will match the style of the OpenLab brand. Having CSS(Cascading Style Sheet) can make the website take longer to load as well as harder to modify in the future.



Here you will find a list of links and menus located throughout the Openlab website. Many menus have different styling which must be included within the audit as well as the hover styling of each link. Depending on which link you're on the color or icon can differ.



One of the most important aspects of design is how it is identified by others, since recognition is an important part of branding, it must always be consistent. Logos must never be changed and always have the company to the company of the company the same typefaces and colors, proportional spacing and style.



within the site and whether you are logged in or not, image sizes can vary. This is why this section is so important, because each image or thumbnail size is mentioned within this section as well as the page it can be found on.













This week I didn't have much to do. I had to attend the event held here at the school and it was a bit hectic. I was informed that I would have to go to one of the City Tech offices on the second floor, in order to retrieve lollipops and anything else I needed to set up the desk we would be using. Unfortunately, my supervisor was unable to make it so I was on my own. When I arrived at the office there seemed to be a meeting going on. There was no one sitting at the front desk so I waited to see if someone would come. After twenty minutes of waiting I realized that no one was coming so I left and called my supervisor. I informed her of what was going on and she told me she would get in contact with the person I was trying to meet. She also told me for the time being I should go and view the poster.

I took my supervisors advice and went to take a look at the

poster I helped create. It was a bit difficult to find but not impossible. Once I found it. I sat by it for a little while and took a picture. After some time passed I decided to go back upstairs to the office. When I arrived they were still holding their meeting, shortly after my supervisor called me back. She informed me that she had some trouble getting through and that I should attend an award ceremony which was going to be held in a room beside the cafeteria at 1:30 pm. I waited in the cafeteria to attend but when 1:30 came around no one was there. I waited an extra thirty minutes and still no one came.

Many people started clearing up the tables and taking down the posters around 2:30 so I did the same and took the poster down. I went back to the office and luckily there was no meeting. I had to find a lady named Charlie and when I did I gave her the poster. She apologized for not

being there and informed me that she was late. For the most part, I got to see the poster I helped create.





This week I asked for some time off due to my Senior Project class, so I really did not have an assignment this week. I mainly worked on getting my Senior Project done and working on my portfolio for my Portfolio class. I actually decided that I'll be adding the things I did in my internship to my Portfolio. Since my major is web design, I figured it would be good to show that I have experience in doing Information Architecture for a complex website such as Openlab.

I also have a project from my information architecture class, which I decided to incorporate into my portfolio. This way I have two different instances of showing my work with information architecture. I don't really like the idea of working as an Information Architect, because it is boring for me. Luckily, I know I'm good at it so if there was a position open and I couldn't get a job I wanted; I could always fall back

on a position in Information Architecture.

Next week, when I start working for internship again, I'll be working on the last section of the measurements, which would be Forms. I believe there are about six forms I'll be measuring and locating. I was informed last week that this would be the last section and that there is a corrected style audit ready for me to view. I have also been told that once the measurements were done. I would have to go back to the style audit sections I worked on and make all the necessary changes based on the new style audit.



This week I had to make the necessary changes to the style audit sections I worked on previously. So far, this task has seemed to be very easy. There were only a few changes that needed to be made. Most of them involved the colors used on the site. My supervisor informed me that the Graphic Designer came up with different colors for the site by equating the importance of each color used. At first I didn't understand what she was saying. My supervisor then explained that she valued out the colors by using the amount in which they appeared on the site. For instance, #666666 gray appeared within the site a lot but it was not the only shade of gray used. Sometimes there were gray colors close to #666666 gray tint. So, with this knowledge the Graphic designer came up with a new shade of gray based on all the grays used but the one used most held in higher value.

It still sounds a bit complicated to me when I explain it but, I get what it means. There weren't many tasks with this assignment so I breezed through it fairly quickly. Since my documents were already made up and there were little changes for me to alter, my work load was pretty light. Although, Wednesday is my last day for my internship class, I will still be working both Thursday and Friday. Since I started my internship pretty late, I believe I have about twenty more hours to go in order to get 120 hours. I'm hoping I'll be granted the permission to add on these extra hours for my class. I don't want to end up getting a lower grade because of it.

