



Skills:

Proficient in Window, and Mac platforms

SOFTWARE

- MS Office Suite (Word, PowerPoint, Excel, Access, Outlook)
- QuarkXpress
- InDesign
- Pagemaker
- Photoshop/ImageReady
- Illustrator
- Freehand
- Flash
- Fireworks
- Dreamweaver
- FrontPage
- NetObject Fusion
- GoLive
- Visio
- ColdFusion
- Visual Studio
- Enterprise with Visual InterDev

PROGRAMMING & WEB TECHNOLOGIES

- HTML/DHTML/CSS
- JavaScript
- VBScript
- ActionScript
- Visual Basic
- ASP, VBA
- XML
- SQL

VIDEO & 3D

- After Effects
- Bryce
- Poser
- Premiere
- Director
- 3D Studio Max

OTHER

- Bloomberg
- FactSet
- Russell Reports
- Image & OCR scanners
- Itek 430 Camera
- Design, Layout and Comprehensives Mechanicals—Conventional and Electronic Prepress
- Type Speccing
- Copy Editing
- Proofreading
- Conventional Slide Art
- Typing: 100+ wpm.
- Technical Writing

Summary of Qualifications:

- A skilled professional in the graphics, publishing, print and multimedia industries (25+ years).
- Highly-regarded educator with ten years experience as a professional/technical trainer in both the corporate and educational arenas.
- Recognized as a professional writer with ten years experience developing/writing curricula, training and instructional material, and e-learning for various media—print, web, video, CD, etc.
- Excellent communication skills (written and verbal), people, interview and management skills.
- Strong organizational and facilitation abilities; efficiently meet deadlines.
- Effective presentation and motivational skills, composed/confident in addressing groups of all sizes.
- Proven track record in successful project development—seven years experience in web, software and database design/development.
- Three years IT, troubleshooting and Help Desk experience.
- Highly motivated to learn and dedicated to upgrading and maintaining expert skills in the many popular applications and technologies in demand today.
- Certifications: HTML, XML, Technical Writing, MS Word, MS Excel, MS Access, MS PowerPoint, Macromedia Dreamweaver and Flash.

Experience:

03/99-Present pomMedia, West Harrison, NY Multimedia Specialist/Curriculum Developer

PomMedia a consulting/design firm offering a variety of solutions in the different media. Responsible for:

- Design and development of multimedia presentations; interactive and animated modules; recruitment/training materials; and marketing products.
- Design/execution of various print projects (logos, ads, magazine spreads, promotional, packaging, etc.).
- Development and writing of curricula for various private schools, distant learning and CCI (secondary to adult education).
- Website design and development for different companies in the various industries.
- Consultation, design and development of templates/boilerplates for various companies producing customized documentation (examples, Inspection Reports for a Mortgage Inspection company; Equity Report for a Data Information Consultant, School Newsletter, etc.)
- Provide basic consultation and technical support for workstations and desktop applications.

12/00 – 3/04 Skidmore College—CCI, White Plains, NY Department Head/Lead Instructor

Responsible for full operation of the Visual Communications Department.

- Development and writing of curricula, training material and Instructor's Training Manuals.
- Instructor training, hiring and scheduling.
- Eighty percent classroom instruction. Instruction is primarily targeted toward adult, certificate programs in graphic, Web and multimedia programs (student body are primarily career changers or career enhancers).
- Decisions for software, upgrades and curricula changes.
- Ensure proper operation of class setups (hardware/software, scanners, printers, projectors, etc.).
- Liaison between students and Career Services for student employment/internships.
- Maintaining and upgrading my skills in the various disciplines.

5/95 – 12/00 Wasserstein Perella, NY, NY Manager—Corporate Training & IT Systems Analyst

After three years as Graphics Manager I was promoted to the development team and was accountable for:

- Organized and developed plans to employ financial and IT skills company-wide. Produced all training and procedural materials for both print and web (manuals, quick sheets, CBT, etc.).
- Designed and developed the company intranet and Web-based applications, (image creation, coding, site interactivity, and maintenance). Designed, created, and executed all on-line training.
- Designed and implemented all training programs for employees at all levels for their proficiency with all company standards, software and services offered. Training sessions include one-on-one, group, and orientation both domestic and international (approximately 500 employees).
- Consulted with the different departments, reviewing and designing procedures, templates, and applications to fit their needs, (this included customizing the various MS Office applications with VBA to create the needed templates and applications).
- Researched, reviewed, and analyzed various third-party add-ins, applications, and services.
- Member of the development team — designed and developed company specific web-enabled applications (timesheets, expense reports, investors' database, contact tracking, etc.).
- Designed and implemented new software rollouts/upgrades, as well as hardware upgrade decisions.
- Designed and implemented a software library/tracking database and a department, discussion-threaded, troubleshooting database (web-based with Lotus Notes).
- Managed the Help Desk, troubleshooting both applications/OS and hardware.



Experience: (Continued)

02/94-05/95	Mitchell Hutchins , NY, NY	Graphics Manager
12/85-11/93	Steve Campus Productions , Tuckahoe, NY	Creative Director/Multimedia Artist
11/82-08/85	PrinType Graphics , Irvington, NY	Creative Director/Print Specialist
11/71-11/82	Various managerial and administrative positions held in different companies.	

Experience: (Freelance):

1/98 – 12/00	Skidmore College , White Plains, NY	Adjunct Instructor
Part-time Instructor for Skidmore's Webmaster Certificate Program, MOUS Specialist Certificate Program and Instructor for PC Services Technician, and Troubleshooting Applications modules.		
6/92 – 6/98		Graphic Specialist/Designer/Consultant
Freelancer executing designs and graphics for various firms, on a variety of applications/operating systems (presentation materials, slides, video, etc.). Partial list of clientele: PaineWebber, Morgan Stanley, Goldman Sachs, MasterCard, and Prudential.		
5/90 – 6/96	Capitol Cards, Inc. , Brooklyn, NY	Art Director
Directed and designed various projects including mail order catalogs, news releases, and self-mailers, collecting cards. Responsible for all phases of the job—from design to print.		
10/86-12/92		Video Graphics Specialist
Part-time freelancer for various production houses in NYC producing video graphics and videotext generation for commercials, sports events, educational and live videoconferencing. Partial list of clientele: Charlex, MTI, SAS, 3-Clicks Productions, RS Productions.		

Education:

Skidmore College , White Plains, NY	Client/Server Applications
Certificate program in programming for client/server applications—Visual Basic 6, SQL Server, Oracle 8, SQL, HTML and JavaScript.	
CalcTrain , New York, NY	Domino/Lotus Notes Web Design & Implementation
An intense, 40-hour program using Domino and Lotus notes for Web Applications includes setting up forms, HTML and DHTML pages, connecting to data sources and setting up a Domino server.	
Marymount College , Tarrytown, NY	BA Marketing (Graphics Art Minor)
Courses include Marketing, Management and Graphic Arts.	
Westchester Community College , Valhalla, NY	Commercial Art
Courses taken in Commercial Art, Photography, and Business Management.	



Related Memberships & Affiliations:

- International Webmasters Association
- Adobe Educational Member
- Macromedia Educational Member
- GAG (Graphic Arts Guild)
- Printer's Workshop
- The Whitney Museum

References and Samples Furnished Upon Request • Willing to Relocate