
SKILLS

- Exceptional knowledge of a host of applications, including all *Microsoft* Windows Operating Systems, Complete Office Suite, Domain and Exchange Servers; *Adobe* Photoshop, Imageready, Illustrator, After Effects, Premiere, Flash, Dreamweaver
- Ability to independently troubleshoot new software and hardware technologies as they emerge.
- Fast learner who is willing to assimilate new information to accommodate any client's needs.
- Can personally and effectively communicate IT and design concepts to non-technical users.
- Can survey and outfit any institution or project with updated and relevant technology based on needs
- Exceptional knowledge of PC workstation, notebook, printer, and server hardware and software
- Workstation environment optimization
- Proficient in Mac OS environments
- Creating artistic, eye-pleasing and effective design structures in print and web mediums
- HTML, CSS (both hand coded and application-based), and Flash development

EXPERIENCE

IT Coordinator

Clinical Directors Network
(212) 382-0699

Jul 2007 - Present

- Surveying and outfitting public health and clinical research projects with IT infrastructure based on requirements
- Communicating with Community Health Centers about their existing IT infrastructure in an effort to upgrade and integrate into project's requirements
- Windows Server management, optimization and security, including Exchange Server, GFI MailEssentials, Symantec Endpoint Protection Server
- Workstation deployment and maintenance
- Evaluating office needs and surveying/acquiring hardware and software
- Fingerprint-based Payclock system management
- Execute and provide IT support for Java- based webcasting system
- Outfitting webcasts with specific media and IT capabilities based on needs.
- Managing and developing for multiple websites, including www.cdnetwork.org , www.eclinician.org , www.phanyc.org , with HTML, CSS, SQL, PHP, ASP
- Designing brochures, banners, and newsletters
- Providing IT support for clients from end users to executive, including desktop, server, and domain support.

Hardware, Software, & Domain Support/ IT Auditor /Lead Designer

Madisyn Consulting Services, Inc.
(212) 316-1636

Jan 2004 – Present

- Working in a closely knit environment, often taking on multiple additional duties.
- Managing multiple IT projects, including the installation of domain network environments.
- Acquiring and managing of hosting and email services for clients.
- Installing and maintaining Workstations and Servers.
- Profiling, Surveying, and Acquiring hardware and software for office and clients based on technical and business needs.
- Providing IT support for clients from end users to executive, including desktop, server, and domain support.
- Managing, developing and/or designing multiple clients' websites, including www.danforthdev.com, www.jazzmobile.org, www.strivenational.org, www.madisyn.com
- Personally and effectively communicating design and technical concepts to non-technical users.
- Designing brochures, business cards, clothing, and postcards.
- Designing personnel management software's GUI for Columbia University's Arts and Sciences Dept.

Web Developer/Designer**Nov 2006 – Jan 2007***Wine Enthusiast Magazine**(914) 345-9463*For www.wineenthusiast.com & www.wineexpress.com

- Designing pages for features & promotions
- Writing HTML & CSS for promotions, emails, landing, and other pages
- Translating Adobe Photoshop files into functional pages.
- Independently troubleshooting PC desktop issues to enhance productivity and efficiency
- Working with marketing to prepare materials for web publishing
- Creating promotional emails for distribution to all subscribers
- Photo manipulation and editing for web publishing
- High-res photo manipulation for zoom application
- Implementing on-the-fly changes to site and images

Web Developer**Oct 2005 – July 2006***Centerdesign, LLC**(212) 406-9200*For www.wtc.com, www.silversteinproperties.com, & *Credit Suisse*

- Writing HTML, CSS & ASP for landing and presentation pages
- Translating Adobe Photoshop files into pages.
- Creating and editing flash movies for presentation and landing pages.
- Creating flash movies for large-screen media presentation.
- Translating Adobe Photoshop files into flash movies.
- Implementing on-the-fly changes to movies

Graphic Designer/Web Developer/Domain & Desktop Support**Aug 2004 - Present***Chrisfig Productions**(646) 369-6185*

- Providing 24/7 domain support and ticket-based desktop support to client.
- Optimizing DV and film for web
- Creating and managing a consistent design entity including a custom professional logo
- Designing and Developing website www.chrisfig.com using HTML/CSS, and Flash
- Implementing constant changes to site design to accommodate client.
- Custom designed business cards.
- Designing custom postcards.