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### **Summary:**

Over 11 years of experience as a Website developer / Webmaster for the Washington School Information Processing Cooperative and 3 years for the United States Army Field Artillery School. Responsible for design, development and all content on several production websites that are used for statewide instructional purposes. Two websites, <http://www.wsipc.org/> and <http://www.nwrdc.net/> contain a database of over 15 terabytes of information. The agency currently hosts 6 SharePoint Portals – over 50 SharePoint sites and 3 external production websites. I'm also responsible for all graphics, Video and Audio production for instructional and presentational purposes on the web. Additional responsibilities include charge of all SharePoint administration and hardware administration of external webservers.

Over 16 years of experience performing computer systems analysis, PC hardware and software installation, PC diagnostics, repair and troubleshooting. With Extensive use of MS Servers, MS Windows, all Microsoft Office software, UNIX, Cisco routing systems, NT Network administration, Novell Administration, ATM Networking and Citrix administration.

Over 20 years extensive experience in management- communicating with all types of people from various cultures and backgrounds. At one time responsible for over 190 people as unit Platoon Sergeant then as a unit First Sergeant with the United States Army. Strong communication skills both professionally and personally, while creating a high standard for the organization.

Possess a demonstrated talent for personnel management with a strong ability to see what needs to be done and doing it. Strong ability to prioritize tasks, work under pressure, learn new technology and apply successful time management. Combat proven veteran with demonstrated ability to work well under stressful situations; making correct decisions in a moment's notice.

### **Skills Summary:**

#### **—> Certifications**

Microsoft Certified Database Administrator, Microsoft Certified Application Developer

#### **—> Tools, Compilers, Debuggers, Utilities**

SharePoint Designer, FrontPage, Net Objects Fusion, Paint Shop Pro, Corel Graphic Design Software  
 Advanced skills in Adobe Creative Suite CS5- Photoshop / Illustrator / After Effects / Audition /  
 Contribute / Encore / Dreamweaver / Fireworks / Premier Pro / In Design / Flash /  
 Lightwave 3D modeling / Asymetrix  
 Microsoft Project, Visual Studio, SQL Database Admin, all versions of MS Office with all associated  
 applications

#### **-> Operating Systems & Environments**

Microsoft Server and all operating environments up to and including Windows 7,  
 SCO UNIX, NT Server, Exchange Server, Novell, Border Manager, Oracle 7, Lotus  
 Domino, CISCO IOS, Enterprise

—> **Languages & APIs**

Flash, ADO.net, SQL, Java, ActiveX, DirectX, HTML, DHTML, XML, CSS, HTML 5, Visual Basic, Visual Basic Scripting, ASP(Active Server Pages) page-scripting, Adobe Extend scripting

—> **Recent Training**

Course Name	Institution Name	Date Completed
8036 SharePoint Administration	Microsoft	04/06/2005
2072 Administering SQL Server Database	Microsoft	05/06/2005
2389 Application Development ADO.net SQL	Microsoft	02/28/2005
2373 Visual Basic Programming	Microsoft	02/02/2005
2310 Web Applications Development	Microsoft	12/10/2004
2733 SQL Server Database Admin	Microsoft	09/08/2005
2734 SQL Server Database Development	Microsoft	08/31/2005
2275 Windows Server Management	Microsoft	08/10/2005
2274 Windows Server Management	Microsoft	07/22/2005
Networking Fundamentals	Microsoft	11/05/2002
Citrix Metaframe Administration	Citrix Systems	01/10/2003
Graphic Design	Rockhurst University	07/01/2007
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**Current position - Web Applications Programmer (Systems Administrator II)**

**Essential Duties & Responsibilities** include the following, other duties may be assigned

- Define Web site architecture and overall site structure to be included in the SharePoint portals
- Install and configure HTTP servers and associated operating systems, and establish appropriate server directory trees
- Identify, recommend, and prioritize new Web features and applications within SharePoint in collaboration with others
- Oversee Audio Visual development projects
- Install, test, and document Audio Visual applications within the enterprise
- Register Web servers and sites with domain name services
- Update Web pages to ensure site accuracy and currency
- Diagnose and troubleshoot problems with existing Web applications and sites
- Perform periodic Web site audits
- Monitor and report on Web site traffic and performance
- Assist in Developing and communicating security policies
- Establish policies and procedures for publishing SharePoint pages and applications in conjunction with content creators
- Perform cost-benefit analyses of proposed Web implementations
- Mentor and/or provide guidance as needed
- Install, maintain, troubleshoot AV systems and equipment
- Provide scheduling and implementation of audio/visual support to the agency (K-20 VTC, presentations, audio recording, videotaping)

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- College diploma or university degree in the field of computer science and/or equivalent work experience
- In-depth knowledge of Web and SharePoint technologies, protocols, and tools including Dreamweaver, MS FrontPage, Visual Studio, and Visual Studio.net Strong understanding of Internet programming languages, including ASP, ASP.net, Visual Basic, , XML, and FLASH
- In depth knowledge of Adobe Premiere and other Audio Visual editing software
- Thorough understanding of application development methodologies
- Comprehensive knowledge and experience with video and audio processing for application to a web and SharePoint environment
- Working knowledge and experience in computer aided animation and editing for web video
- Comprehensive experience with structuring, developing, and implementing interactive SharePoint portals
- Relevant experience in installing, upgrading, and maintaining Web servers and associated operating systems
- Working knowledge of databases
- Experience in gathering and analyzing business requirements
- Good understanding of the organization's goals and objectives
- Excellent knowledge of applicable data privacy practices and laws
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Ability to present ideas in user-friendly language
- Highly self-motivated and directed
- Superior attention to detail
- Proven analytical and problem-solving abilities
- Effectively prioritize and execute tasks in a high-pressure environment
- Very strong customer service orientation
- Effectively work in a team-oriented, collaborative environment
- Ability to travel occasionally in or out-of-state, some overnight travel
- Ability to work additional hours to meet deadline

**Position:** WSIPC Webmaster/ Designer/ Developer

<http://www.wsipc.org/>

**Organization:** Washington School Information Processing Cooperative

**Duration:** Dec. 2000 to date

**OS, Tools:**

SharePoint Designer, FrontPage, Net Objects Fusion, Paint Shop Pro, Corel Graphic Design Software. Adobe Creative Suite CS5- Photoshop / Illustrator / After Effects / Audition / Contribute / Encore / Dreamweaver / Fireworks / Premier Pro / In Design / Flash  
Lightwave 3D modeling / Asymetrix  
Microsoft Project, Visual Studio, SQL Database Admin, all versions of MS Office with all associated applications, HTML, DHTML, XML, Cascading Sheet styles,

**Role:**

Worked as designer, developer and web master, with sole responsibility for design, maintenance and improvement of external websites for use of cooperative membership. Performed all graphics editor to include digital photography and digitization of existing manuals to include updates and new program development

**Position:** NWRDC Webmaster/ Designer/ Developer

**Organization:** Northwest Regional Data Center

**Duration:** Dec. 2000 to date

**OS, Tools:**

SharePoint Designer, FrontPage, Net Objects Fusion, Paint Shop Pro, Corel Graphic Design Software. Adobe Creative Suite CS5- Photoshop / Illustrator / After Effects / Audition / Contribute / Encore / Dreamweaver / Fireworks / Premier Pro / In Design / Flash /  
Lightwave 3D modeling / Asymetrix  
Microsoft Project, Visual Studio, SQL Database Admin, all versions of MS Office with all associated applications, HTML, DHTML, XML, Cascading Sheet styles,

**Role:**

Worked as designer, developer and web master, with sole responsibility for design, maintenance and improvement of external websites for use of cooperative membership. Performed all graphics editor to include digital photography and digitization of existing manuals to include updates and new program development

**Position :** WSIPC Audio Video Teleconference Coordinator RITU VITU

**Organization:** Washington School Information Processing Cooperative

**Duration:** Dec 2000-present

**OS, Languages:** Adobe Creative Suite CS5- Photoshop / Audition / Contribute / Encore / Premier Pro / Flash /Polycom conference systems

**Role:**

Designed and developed WSIPC's Video and Audio teleconference facilities utilizing up to date and current hardware in order to improve statewide as well as nationwide conferencing abilities. Serve as the designated Regional Data ITU (DITU) and Regional Video ITU (VITU) who is responsible for reporting to Office of Superintendent of Public Instruction (OSPI) details listed in the Data Collection and Reporting of video conferencing systems.

**Position:** **Gunnery Department Webmaster/ Designer/ Developer**  
**Organization:** Gunnery Department, United States Army Field Artillery School  
**Duration:** Jan. 1997 to Dec 2000  
**OS, Tools:** Windows 95/98/2000, Microsoft Visual Basic, ASP, ActiveX, MS Front Page, Adobe Page Mil, Adobe Go Live / Illustrator, Asymetrix 3D, JASC Paint Shop Pro, MS Photo Draw, Net Objects Fusion, PowerPoint 97/2000, HTML, DHTML, XML, Cascading Sheet styles, QuarkXPress, Photoshop, FreeHand, Dream Weaver, Power Builder

**Role:**

Worked as designer, developer and web master with sole responsibility for design, maintenance and improvement. Performed all graphics editing to include digital photography and digitization of existing manuals to include updates and new program development

**Position:** **Associated Contractors of New Mexico Website**  
**Organization:** Associated Contractors of New Mexico  
**Duration:** July 1998 - Aug. 1998  
**OS, Languages:** Windows 95/98 - NT, Front Page, Adobe Page Mil/Go Live/ Dream Weaver, JASC Paint Shop Pro, ASP Script, Microsoft Photo Draw, Asymetrix, MS Power Point, MS Access, Visual Basic

**Role:** Designed and developed the web site then went into the department and trained their personnel to complete future maintenance and development. Posted their website on a new server and fire wall and installed a network in their entire office for the first time. Migrating the entire office from Windows 95 to Windows 2000 server with Exchange client email and TCP/IP setup. Subsequently trained all office personnel in database management, MS Outlook and Systems security.

**Position:** **Gunnery Department Network/Systems/LAN Manager**  
**Organization:** United States Army Field Artillery School  
**Duration:** Jan 1997 – Dec 2000  
**OS, Languages:** Windows 3.1, Windows 95, Windows 98, Windows NT, Novell Netware, Exchange Server, NT Server, UNIX, SCO-UNIX, MS Office 97, MS Office 2000, Visual Basic, ASP, ASP Scripting, Active X, TCP/IP, NETBUI, Front Page, Adobe Page Mil/Go Live/Illustrator, Dream Weaver, JASC Paint Shop Pro, Microsoft Photo Draw, Asymetrix, Bryce 3d

**Role:**

Performed all PC Diagnostics, repair, upgrade and budget analysis for automated systems within the field artillery school. Supervised and managed 8 systems administrators within the department. Performed all server, router, bridging operations and maintenance. Managed all system security operations to include antiviral scanning operations and reporting for the department. Performed all Novell Administrator duties within the department then subsequently migrating the entire department to Exchange Server.

Maintained accountability of over 850 systems for the Department. Developed a computer based training program for all members of the department substantially raising effectiveness and over all ability to conduct computer operations. Responsible for all graphics and streaming media within the department for instructional and presentational use. Certified and performed

as Terminal Systems Security Officer for the U.S. Army Field Artillery School with a Top Secret security clearance. Trained to investigate sensitive projects requiring analytic and problem solving skills with exceptional ability in crisis management, legal jurisdiction and authority

Trained over 400 personnel in computer operations greatly enhancing overall computer operations within the department. Was responsible for all Project Management, work schedules, cost estimates, project planning dealing with automations within the Field Artillery School

Responsible for migration of network systems and email systems from Novell to Exchange and NT server, Completed all computer upgrades and configuration for Exchange mail from Novell Group Wise. Commended by entire chain of command for execution in a timely manner and minimal work interruption during migration. Subsequently installed Outlook 97 and Outlook 98 e-mail and trained all department personnel in its use.

Performed all graphic editing for presentational and instructional purposes in the Field Artillery School to include digital and still photography. Designed and setup multimedia presentations for staff and faculty on a monthly basis for use in professional development training within the department.

This position was developed and not part of the Field Artillery School system in the past. By instating this position the School saved well over \$300,00.00 the first year. Significant impact on productivity and "turnaround time" for computer upgrade and repairs greatly assisted the entire department in overall effectiveness. As a result this position will remain in the department in the future.

**Position:** **Special Actions NCOIC**  
**Organization:** United States Army Field Artillery School  
**Duration:** Jan 1995 - Jan 1997

**OS, Languages:** Windows 3.1/95, Microsoft Visual Basic, ASP, ActiveX, MS Front Page, Adobe Page Mil, Adobe Go Live, Asymetrix 3D, JASC Paint Shop Pro, MS Photo Draw, Net Objects Fusion, PowerPoint 97, MS Access, MS Word, MS Project,

Performed all PC Diagnostics and repair. Was responsible for all major conferences often numbering 3 to 4 thousand attendees using multimedia presentations for instructional purposes. Coordinated and planned itineraries for distinguished visitors to Fort Sill while acting as the non commissioned officer in charge of the special actions office.

Completely automated protocol operations dealing with important visitors to Fort Sill and the Field Artillery School by transferring 10 years of paper files to data storage, then developed an automated data retrieval program to implement better customer service utilizing Visual Basic and ASP.

**Position:** **Multiple Launch Rocket System Platoon SGT / First Sergeant**  
**Organization:** B Battery 10<sup>th</sup> Field Artillery, Fort Carson Colorado  
**Duration:** Feb 1993 - Jan 1995

Supervised a platoon of 60 people in all aspects of Fire Platoon operations/Ammo Platoon operations. Supervised all section maintenance. Performed all technical reports and evaluations. Supervised and trained personnel in crew operations, maintenance procedures, safely handling and transportation of hazardous cargo. In charge of the Fort Carson Cannon Salute Battery for special events. Subsequently took over as First Sergeant responsible for 190 personnel and over 57 million dollars worth of equipment. Developed a data base program to track reorganization and redeployment of all personnel in order to disband the unit to other locations throughout the Army.

**Position:** Reserve Component Transition Recruiter  
**Organization:** 2<sup>nd</sup> U.S. Army Division, Korea  
**Duration:** Jan 1992 - Feb 1993

Served as recruiter of transitioning soldiers into the U.S. Army Reserve and the Army National Guard. Recognized as top transition NCO in Korea with 140% of goals attained in 1 year.

**Position:** Gold Badge U.S. Army Recruiter  
**Organization:** Salt Lake City Recruiting Bn., Missoula Montana  
**Duration:** Jan 1990 - Dec 1992

Served as U.S. Army Recruiter/ Station Commander. Recognized as top Army recruiter in the nation 1992 by accomplishing 500% recruiting mission every month for a year. Awarded the Gold Recruiting Badge with 3 sapphires for achievement and excellence in recruiting.

**Position:** Multiple Launch Rocket System Platoon SGT  
**Organization:** B Btry 1/27 Field Artillery, Babenhausen Germany  
**Duration:** Mar 1986 - Dec 1990

Supervised a platoon of 60 people in all aspects of Fire Platoon operations/Ammo Platoon operations. Supervised all section maintenance. Performed all technical reports and evaluations. Supervised and trained personnel in crew operations, maintenance procedures and safely handling of hazardous cargo.

**Position:** Military Police Patrol Supervisor / Traffic Accident Investigator  
**Organization:** 10 Military Police Company, Presidio San Francisco  
**Duration:** Nov 1980 - Mar 1986

Performed as Patrol Supervisor/ Traffic Accident Investigator in charge of 30 military police officers conducting patrol duties at the Presidio of San Francisco. Also acted as the Special Reaction Team (S WATT) Supervisor for all federal jurisdiction activities in the greater San Francisco area. Received the J.P. Holland Award for top military police platoon in the United States Army. Also inducted into the **Audy Murphy** organization recognized as one of the top 10% non commissioned officers in the United States Army.

**Military Education:**  
 > Battle Staff Academy-Sergeant Major – Ft Sill Oklahoma

- > **First Sergeants Academy (FSA)** Ft Sill Oklahoma
- > **Advanced Noncommissioned Officers Academy (ANOAC)** Fort Sill Oklahoma
- > **Basic Noncommissioned Officer Academy (BNOAC)**, Fort Sill Oklahoma
- > **Primary Leadership Development Course (PLDC)**, Fort Ord California
- > **Primary Leadership Course (PLC)**, Fort Ord California
- > **United States Army Military Police School**, Fort McClellan Alabama
- > **United States Army Traffic Investigation School**, Fort Ord California
- > **United States Army Lance Missile Crewmember Course**, Fort Sill Oklahoma
- > **United States Army Multiple Lance Rocket Systems Course**, Fort Sill Oklahoma
- > **United States Army Recruiting School**, Fort Benjamin Harrison Indiana
- > **Smart Force Computerized Training Program (CBT)**, Fort Sill Oklahoma
- > **Installation Systems Security Officer Course**, Fort Sill Oklahoma

**TRANSCRIPTS AND REFERENCES AVAILABLE UPON REQUEST**