

SKILLS

Web Site Development
Web Site Design
Web Site Management
Web Site Production
Information Design
Systems Management
Systems Analysis
Systems Design
Systems Implementation
Systems Troubleshooting
Backup Management
Archiving Management
File Structuring
Computer Networking
File Sharing Protocols
Drop-Dead Deadline Specialist
Ability To Work In A Team
or Independently

CORE SOFTWARE

Mac OS 9.0.4
Windows 95/98
AppleShare IP
Adobe GoLive
Adobe Photoshop
Adobe InDesign
Adobe Illustrator
Adobe PageMaker
Adobe Acrobat
Adobe ImageReady
Adobe PageMaker
QuarkXpress
Netscape Navigator
Internet Explorer
Outlook Express
Microsoft Word
Microsoft Excel
Microsoft PowerPoint
BBedit
NiftyTelNet SSH
FileMaker Pro
Timbuktu Pro
Fetch FTP
MacCVSPro
CU-SeeMe
Norton Utilities
FWB Hard Disk Toolkit Utilities

EXPERIENCE

Digital Media Coordinator :: The Thacher School : Ojai, California

June 1999 - Present

My time at Thacher is divided between the school and Teach The Teachers Collaborative (TTTC), a non-profit teacher training program that resides on campus during the summer. I am presently responsible for all development, design, and maintenance issues of the TTTC web site and the Thacher web site.

Principal, Web Developer :: HamiltonBorchman Associates : Long Beach, California

February 1999 - Present

Founded HamiltonBorchman Associates. Working as an independent web developer for a variety of clients in varied fields. Specialties include site architecture, navigation design, site production and implementation.

Systems and Production Manager, Web Developer :: Jensen Design Associates, Inc : Long Beach, California

May 1996 - February 1999

Responsible for concept, design, production, implementation and management of on-line business solutions for clients and employer. This included Internet, Extranet and Intranet web sites. Managed, maintained and troubleshot all facets of the network. Managed digital archiving and backup systems. Addressed all technical issues for the organization and advised on technology acquisitions and investments. Established and implemented pre-press and production standards and processes for quality assurance.

Production Designer, Systems Management :: Lakeshore Learning Materials : Carson, California

October 1995 - May 1996

Responsible for design and production of various collateral materials for the Store of Knowledge. Designed and produced all catalog materials; implemented and maintained backup system for network.

Art Director :: On the Boulevard Publishing : Studio City, California

September 1994 - October 1995

Art directed, designed and produced four monthly arts and entertainment publications. Managed all digital pre-press and post-production operations, organized and archived all digital media systems, provided art direction, instruction and assistance to art staff and office personnel.

Freelance Graphic Designer, Production Artist :: J.R. Navarro & Associates : Los Angeles, California

May 1994 - August 1994

Designed and produced corporate collateral and print advertising from concept to camera-ready for a variety of clients in the automotive, entertainment, and retail fields.

Advertising Artist :: Capital Newspapers : Albany, New York

June 1992 - May 1994

Provided design and advertising concepts for the clientele of 40 sales representatives. Participated in a first-of-its-kind system integration with Macintosh, SII-66, and AGFA Colorscape systems—encompassing training, testing, and implementation. This achieved a digitally produced news publication, placing the organization at the forefront of newspaper publishing systems.

Advertising Artist :: Troy Publishing Company : Troy, New York

December 1991 - June 1992

Creative advertisement design and production, camera ready art and illustration for display and classified advertising, and special section tabloid covers.

EDUCATION

Bachelor of Science Degree : Information Science : May 1991

Bachelor of Arts Degree : Fine Arts : May 1991

Hartwick College : Oneonta, New York

AWARDS

Library Collection Award : Stevens-German Library : Hartwick College

April 1991

Recipient of second annual purchase award for examples of significant artistic effort. Painting unanimously chosen by faculty selection committee from annual art exhibition for placement into libraries permanent collection.