

PROFESSIONAL EXPERIENCE

- Computer Aide**, Newton Public Schools, Newton, MA Nov. 2003 – Present
- Support all client and server level computing for Oak Hill Middle School.
 - Maintained multiple operating systems, including Apple Macintosh (7.6 through OSX) and Windows PC (Win95, Win98, WinME, Win2k server, WinXP).
 - Responsible for maintaining computer inventory and user accounts.
- Freelance Web Designer & IT Support**, TienTao Studios, Boston, MA Jan. 2000 – Present
- Web: Developed entire websites for clients.
 - Web: Generated original graphics, HTML, PHP, and Javascript for client sites.
 - IT: Provided technical support for clients.
 - IT: Set up small office networks for small to mid-sized companies.
- Freelancer HTML Programmer**, RedTree Interactive, Boston, MA Dec. 2001 – Jan. 2002
- Developed HTML code for client site for a single project.
 - Created and edited graphics.
- Freelancer Web Developer**, ActiveCyte, Inc., West Newton, MA Mar. 2001 – Nov. 2001
- Developed Intranet website and maintained public website.
 - Generated a marketing CD-ROM for the Sales & Marketing Department.
 - Generated print advertisements and direct mail postcards.
- Systems Administrator**, Smash Advertising, Boston, MA Jan. 2000 – Aug. 2000
- Maintained multiple Macintosh servers on a Mac & PC network.
 - Led project to upgrade company's network infrastructure.
 - Maintained all computer systems from client to server level.
 - Posted new creative content for client approval to website.
- Information Technology Manager**, Wickersham Hunt Schwantner (Arnold), Boston, MA Feb. 1996 – Dec. 1999
- Administered company network and infrastructure.
 - Planned MIS department budget and served as decision maker for all computer hardware, software and services.
 - Migrated an all Apple Macintosh agency to the Microsoft Windows NT environment.
 - Provided all desktop technical support for the agency.

COMPUTER SKILLS

Proficient in the following Operating Systems:

- Apple Macintosh Classic-OSX
- Microsoft Windows 9x-XP
- Windows NT & 2000 Server

Proficient in the following Applications:

- Adobe Photoshop
- Adobe Illustrator
- Adobe Acrobat
- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Microsoft Outlook/Exchange
- Macromedia Dreamweaver
- AppleWorks

Proficient in the following Internet Technologies:

- HTML
- DHTML
- Javascript
- PHP
- Some Flash

EDUCATION

- Boston University, Boston MA Sep. 1992 – May 1996
College of Arts and Sciences
Bachelor of Arts in Psychology