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Objective

I am seeking employment in a digital graphic, IT, or any other computer related field. As a graduate of UIUC with a degree in Fine and Applied Arts and experience in one of the most technologically advanced universities, I have both the technical experience and the artistic ability to be an asset to any company. I am experienced with a wide variety of graphics and office software and have experience in networked environments. I have over five years of experience designing both personal and professional web pages. I also have experience organizing large-scale events, working with people, and teaching others. I am creative, have an excellent sense of design, experience in administration, maintenance and development of many software and hardware solutions, and enjoy learning and working as part of a team in a fast paced environment.

Summary of Digital Graphic Experience

- Professional web page design and development experience since 1998.
- Experience creating web pages and promotional materials for non-professional purposes, including pre-press production since 1995.
- Experience since 1999 creating professional promotional and presentation graphics including:
 - Web Design
 - Direct Mail
 - FAX Advertising
 - E-mail Advertising
 - Promotional Brochures
 - Informational Brochures
 - Newspaper Advertisements
 - In Store Advertisements
 - Advertisement Flyers
 - Trade Show Signs
 - Trade Show Booth Design
 - Newsletters
 - PowerPoint / Freelance Presentations
 - Sales Slicks
 - Case Studies
 - Financial Reports
 - Sales Presentations
 - Investor Presentations
 - Award Ceremonies

Summary of Technical Experience

- Part of a professional IT staff since 1997.
- Database Maintenance and Development since 2000.
- Professional and non-professional experience with web design, http and ftp servers, and networking since 1995.
- Experience working in networked environments since 1995.

Availability

I am currently available for interviews and will be available for work immediately after accepting an offer. I am especially interested in a position that will allow me to utilize my artistic abilities.

Education

1995 – May, 2000

[University of Illinois at Urbana-Champaign, College of Art and Design.](#)

BFA in Sculpture -Specialization in Digital Imaging, Computer Art, and Computer Programming.

Classes in [Visual Experimental Technologies](#) (3D Digital Animation), Digital Imaging, Drafting and CAD, Drawing, Design, Photography, Ceramics, Metals, C Programming, Painting, and Sculpture.

1996 Summer

[Moraine Valley Community College](#), Palos Hills, IL.

Classes in Drawing, Design, and Computer Art.

1995

Graduate of [Amos Alonzo Stagg](#) High School, Palos Hills IL

Continuing Education

[Moraine Valley Community College](#), Palos Hills, IL.

2002 Fall Database Applications 1 – Access Database Development.

2003 Spring Desktop Publishing Applications – Adobe InDesign 2.0

2003 Spring Visual Basic 1

2003 Summer Introduction to Flash

[New Horizons Learning Center](#), Chicago, IL.

2003 Spring QuarkXpress 5.0 1

Related Work Experience

Full Time Positions:

August 2001 – June 2003

Manager of Information Systems – [Universal Automotive Industries, Inc. \(www.universalbrake.com\)](http://www.universalbrake.com) – Alsip, IL

I was the only person in the IT department at Universal, therefore I was solely responsible for all technology solutions, including all telephony, data, and office hardware and software. Universal Automotive is the parent company of eParts Exchange, Inc. In addition to the responsibilities covered as a consultant from March to August of 2001 and as Technical Administrator at eParts Exchange, Inc. I took on the task of reorganizing and restructuring the entire network at Universal, including five other locations around North America. The network consisted of a Netscreen and later a Cisco VPN, CITRIX Terminal Server, CISCO routers and other equipment. Other responsibilities included software management, IT asset management, Phone System management, security issues, graphic design, custom application development, assessing and updating current software, procedures and equipment, and all other related tasks, big and small.

Some major accomplishments include:

Refurbish networked environment – currently bringing all locations onto a single Internet backbone with Cisco VPN

Redesign and upgrade web site – developed a new look as well as additional functionality in the form of an online catalog, private employee sector, improved press release section and administrative abilities via a web interface

Graphic Design work – including a large 30 minute PowerPoint Presentation complete with soundtrack and animation for the company's annual Employee Award Presentation, cover design and internal layout for the 2001 and 2002 annual reports, Investor Presentations, Sales Presentations and promotional marketing materials

Database management – developed custom Access database programs to interface with web applications and managed Goldmine's MSSQL database

Custom Application Development – I designed and created several custom applications in Access and Visual Basic, including a CD-ROM program for investors and a supplier bid tracking application.

Streamline IT expenses – minimized the use of outside consultants and internalized many projects

Refurbish networked environment – reworked firewall and VPN issues

Implement a comprehensive in-house catalog solution – combines print and CD-ROM cataloging capabilities at a large savings over the cost of outsourcing jobs

Network wide antivirus solution – Implemented Norton Antivirus Corporate Edition

Update workstations – some were 8+ years old

Integrate a backup solution – daily tape backups and a proposal for an online backup solution

Phone system management

Phone system upgrade –researched and proposed an IP telephony solution to replace a 12-year-old digital phone system

Disaster Recovery Solution – proposed an online backup solution utilizing VytalVault software to manage backups at all six locations

March 2001 –August 2001

Director of Web Services – The Eclectic Network, LTD. – Elmhurst, IL

Responsibilities for four in house companies and several outside clients include web page design and development, Windows NT/98/ME/2000 network administration, Goldmine 5.0 management, graphic design, software and hardware maintenance, printing services, meeting with clients, training other employees, writing procedures, and all other computer related tasks. Accomplishments included developing new web sites for Surften, Norsman, Phoenix Engineering, and NSI, logo design for Norsman and NSI, Goldmine CRM database development, Direct Marketing brochure designs for Surften, Norsman, and Bailey Porter Servants, and informational packets design and content development for Surften, Phoenix Engineering, and Norsman.

May 2000 – March 2001

Technical Administrator – eParts Exchange, Inc. – a subsidiary of Universal Automotive Industries, Inc. – Des Plaines, IL

Responsibilities included Windows NT/98 network administration, Goldmine FrontOffice 2000 management, MSSQL 7.0 database maintenance, development, and management, web page development, graphic design, custom software development and troubleshooting, hardware maintenance, data entry, report and form development, training other employees, writing procedures, and all other computer related tasks.

May 1999 - August 1999, December 1999 - January 2000

Text Graphics Specialist at IBM Chicago, IL Text/Graphics Center – Chicago, IL

Responsibilities included creating professional business presentations and reports, designing eye catching graphics, and revising existing documents. Other tasks included hardware and software troubleshooting.

Part Time Positions:

October 1999 – May 2000

Web Design for the UIUC [Residential Student Computing and Housing Department](#) – Champaign, IL
Concentration on 360-degree QuickTime Panoramic movies.

August 1999 – May 2000

UIUC Residential Student Computing [Workshop Instructor](#) – Champaign, IL
Responsibilities include teaching students the basics of software available in the UIUC Residence Hall computer centers.

August 1997 – May 2000

[Peer Computing Consultant](#) for Residential Student Computing at UIUC – Champaign, IL
I was among 13 selected from over 400 candidates. Responsibilities include educating and helping other students in the UIUC Residence Hall computer centers.

May 1997 - July 1998 - Summers

Water Conservation Technician and Web Developer for [Citizens Water Resources of Illinois](#). – Lemont, IL

September 1996 - October 1998

Peabody Drive Residence Halls Area Office Clerk. – Champaign, IL

July/August 1996

Computer Lab Assistant, Moraine Valley Community College – Palos Hills, IL.

Paid Contract Work:

November / December 2002

Business Card and Letterhead designed for PCI Energy. I designed six distinct designs and variations of both business cards and letterheads for PCI to choose from. – Schaumburg, IL

May / June 2002

Logo design for PCI Energy. I designed six distinct logos and variations for PCI to choose from. – Schaumburg, IL

March 2001 –August 2001

Contract Technical Administrator – [Universal Automotive Industries, Inc. \(www.universalbrake.com\)](#) – Alsip, IL
Responsibilities for the parent company of eParts Exchange, Inc. include Goldmine FrontOffice 2000 management, MSSQL 7.0 database maintenance, development, and management, custom software development and troubleshooting, hardware maintenance, training other employees, writing procedures, and other computer related tasks.

October 2001

Flyer and advertisement designed for [Pesche's Garden Center's](#) annual Customer Appreciation Days. – Des Plaines, IL

April 1999 - May 1999

Web design for ROCK-N-ROLL TO GO Disk Jockey Company. – New Port Richey, FL

November 1998

Contracted photography work for [NovaNET Learning, Inc.](#) – Champaign, IL

Volunteer Contract Work:

2000 - Present

Web Design for the Des Plaines River Canoe Marathon – Des Plaines, IL
Developments include searchable databases of race results and photographs, interactive chat web page, CanoeMail web based mailing list, guestbook, and an administrative section for maintaining news, events, and content of the site. All features were custom created for this site.

2001 – Present

Web Design for the I&M Canal Rendezvous – Willow Springs, IL

Professional Web Page Experience

Active Sites

- Des Plaines River Canoe Marathon – <http://www.canoemarathon.com> – 2000 – Present
- I&M Canal Rendezvous – <http://www.imcanalrendezvous.org> – 2001 – Present
- Universal Automotive Industries, Inc. – <http://www.universalbrake.com> – 2001 – 2003
- University of Illinois Housing Division – <http://www.housing.uiuc.edu> – 1999 – 2000 – Virtual Residence Hall Tours

Inactive Sites

- Norsman – <http://www.norsman.com> – 2001 – changed by successor
- The Eclectic Network, LTD (SurfTen) – 2001
- Phoenix Engineering – 2001
- NSI Manufacturing Training Specialists – 2001
- eParts Exchange, Inc. – 2000
- Jet Automotive – 2000
- Southwest Brigade – site temporarily inactive – 1999
- ROCK-N-ROLL TO GO – 1998

Related Experience

- Original WWW site located at:
<http://www.GeorgeJaros.com> – [George's Universe v4.0](#)
- **Web Design Tools:** Macromedia Flash 5.0, Adobe Image Ready, Adobe GoLive, MS FrontPage, Netscape Composer, and hand coding.
- **Office Applications:** MS Works, MS Word, Adobe PageMaker, QuarkXpress, Adobe InDesign, Seagate Crystal Reports, QuickBooks, Corel Word Perfect, MS Excel, MS PowerPoint, Lotus Freelance, Lotus 123, Lotus WordPro, Lotus AmiPro, MS Access, and many other office applications.
- **Database Administration:** MSSQL 7.0, MS Access, and Goldmine.
- **Graphics Applications:** Photoshop, Illustrator, PageMaker, InDesign, QuarkXpress, Freehand, Poser, Bryce, Paint Shop Pro, FD Painter, QT VR Authoring Studio, Maya, and many other graphics programs.
- **Languages:** HTML, JavaScript, ASP, Visual Basic, VBA, SQL, Unix, Perl, and C.
- **Goldmine CRM Management:** Installation, maintenance, import/export, reports, synchronization, FaxRush internet faxing, e-mail merges, SQL querying, filter development, automated process development, merge/purge, and database structure.
- **Network Design and Management:** Citrix Terminal Server, Windows Terminal Server, MS IIS, web, e-mail, FTP and telnet server applications, firewall management, VPN management (Netscreen), limited CISCO router management and many other network management skills.
- **Network Applications:** Citrix Terminal Server, Firstclass, Lotus Notes, PC Anywhere, Windows Terminal Server, LapLink 2000, Netscape, IE and other Web browsers, FTP and Telnet applications, and many other network applications.
- **Business Management Applications:** AccPac accounting package, MISys manufacturing software, Millennium Payroll, TimePro timekeeping systems.
- **Operating Systems:** Macintosh, Windows 95/8/ME, Windows NT/2000, Windows XP, Xwindows, Linux, Unix

Other Notable Achievements

- Steering Committee Member and Web Designer for the [I&M Canal Rendezvous](#) - 1999, 2000, 2001, 2002, 2003.
- Bourgeois (President) of Southwest Brigade – 2002
- Member of Southwest Brigade 1988 – Present (*Historical Reenactment Organization*)
- Member of Defenders of Wildlife – 2001-02
- Original work displayed in the 1999 and 2000 UIUC Undergraduate Sculpture show, April 1999 and April 2000.
- Original Digital Art sold at the 2000 Artists Against Aids benefit sale in Champaign, Illinois.
- Demonstration of Adobe Photoshop at the UIUC [Engineering Open House](#), March 1997.
- Demonstration of Adobe Photoshop for the 1999 RSC PCC Training Sessions.
- Digital animation project submitted to the 1999 SigGraph Computer Animation Festival.
- Member of [SigGraph](#), a computer graphics interest group, and part of the Association of Computing Machinery at UIUC (ACM@UIUC.EDU). Artwork displayed through SigGraph Traveling Art Gallery and Sounds & Visions Digital Concert, 1996-7.
- Original WWW site cited in Web Page Scripting Techniques, by Jason Bloomberg, Jeff Kawski, and Paul Treffers. Published by Hayden Books, a division of Macmillan Publishing. Pages 421-424.
- Coordinator for 1997 and 1998 Snyder Hall Haunted Houses. Responsibilities included advising four co-chairs, working directly with professional staff, coordinating committees and fostering teamwork and cooperation, organizing and coordinating the University of Illinois's largest and most popular Residence Hall event with over 1000 people attending and over 75 staff. Included construction, publicity, organizing staff, and other administrative responsibilities. (Voted best in Champaign-Urbana 1995, 1996, 1997, and 1998.) UIUC Residence Hall Association Program of the Month, October 1998.
- Co-Chairman of 1996 Snyder Hall Haunted House, Haunted House staff 1995.
- Coordinator of Snyder Hall's Mock Sexual Harassment Trial Presentation for April 1998.
- Selected to attend First Annual Leadership Conference for Peabody Drive Residence Halls on January 25, 1997.
- UIUC [Residence Hall Association](#) Student of the Month for October 1997.
- Elected President of Snyder Hall 2 South 1997-8, 1998-9.
- Snyder Hall 2S Fire Marshal & S.E.N.D. (Snyderites Ending Nature's Destruction) Representative 1996-97

Hobbies and Interests

- Digital and Fine Art, including photography, painting, sculpting, and drawing.
- Participating in Historical Reenactments, especially those portraying French Voyageurs of the Fur Trade Era.
- Canoeing, hiking, camping, biking, and other outdoor activities.
- Reading, watching movies, and listening to all types of music.
- Attending live musical and theatrical performances.
- Kite Aerial Photography
- Woodworking
- Home Improvement

References and portfolio available on request.

Portfolio Online at <http://www.GeorgeJaros.com/portfolio.html>