

SUMMARY

An extremely proficient web design (HTML, DHTML, JavaScript, CSS Styling) professional. Recipient of many web design awards. Able to provide computer tech and web design help on various online tech support forums. Strong at supplying technical support for the Winamp application and beta testing. Functional expertise in all aspects of home computing, particularly on Windows-based systems.

EXPERIENCE

VA MEDICAL CENTER MEDICAL LIBRARY, Northport, NY

2005-Present

Veterans Industries Worker

- Designed and set up medical library displays, created Power Point presentations, Microsoft Publisher publications, and Microsoft Excel spreadsheets.
- Responsible for checking in and checking out medical books, tapes and journals. Created a new section containing audio books, and cataloged everything via spreadsheets.
- Created and currently maintain the new Medical Library intranet web site, coded entirely by hand in HTML, CSS and Javascript, for use by doctors, patients, and employees of the Medical Center.

VA MEDICAL CENTER HOPTEL (HOSPITAL HOTEL), Northport, NY

2006-2006

Hoptel Coordinator

- Was responsible for coordinating and providing services and rooms in a 15-room hotel for veterans undergoing outpatient procedures, as well as providing the same services for their family members, personal aides, and caregivers, when needed.
- As part of the Social Work Service department, I also worked closely with social work section chiefs, social workers within those sections, as well as with doctors and clinic managers within the Medical Center.

CREATE-A-BOOK OF LONG ISLAND, Glen Cove, NY

1995-2004

Manager, Creative Consultant and Artist

- Developed custom personalized books for children and adults, including engagement, wedding, and birthday books.
- Designed layouts and typesetting for all advertising. Drew free-hand and manipulated computer artwork for books, flyers, and ads.
- Coordinated and managed network of retail salespeople

STAPLES, INC., Hicksville, NY

1994-1995

Sales Manager

- Responsible for managing the various departments, including computers and software.
- Rapidly and significantly accelerated sales of extended service plan promotions

RADIO SHACK CORP., Hicksville, NY

1993-1994

Store Manager

- Responsible for all facets of store management including supervision of a sales support staff.
- Recipient of numerous customer satisfaction letters that resulted in recognition by the district office. Rated in the top five of a 27 store district for overall performance
- Responsible for all facets of store management including supervision of a sales support staff.

TOST CONTRACTORS, Freeport, NY

1973-2000

Founder and Owner

- Designed and built dormers, extensions and decks.
- Created and submitted blue line drawings to building departments to facilitate permits for customers in lieu of the utilization of architectural consultants.
- Coordinated and managed all administrative functions of the business

EDUCATION

NASSAU COMMUNITY COLLEGE, Garden City, NY

Coursework in Commercial Art 1971 – 1972

COMPUTER CAREER CENTER, Garden City, NY

LAN Specialist and A+ Certified Service Technician 1997 - 1998