

STEVEN KELEZ

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OBJECTIVE

Programming Solutions: Microsoft Access - Word - Interactive Web Sites

SUMMARY OF EXPERIENCE

Web Site Design - HTML - CSS - Javascript - PHP - MYSQL - CGI - DHTML

- E-Commerce web site for Radio Showcase. Includes a multi-field client/server application to search a 14,000 item on-line catalog, and a client side order form . (<http://www.radio-showcase.com>)
- Programmed a MYSQL multi table database for the "Web 101" web site at Santa Rosa Jr. College to display interviews. Includes questionnaire, multi-format display, and full administration web based application. **unavailable*
- Co-Designed and produced intranet site for the Petaluma offices of Cisco Systems. Incorporates extensive use of style sheets. (<http://www.sonic.net/~otrsteve/cisco/index.html>)
- Designed and implemented a simple flat file web based document retrieval system for the real estate firm, Keegan Coppin. (http://www.sonic.net/~otrsteve/coppin/pdf_retrieval.html)
- Designed web site for the Sonoma County Task Force On The Homeless. Features include donation form processing, calendar listing submission form, and various DHTML functions. **Many of these functions have been disabled by the current web maintenance team.* (<http://www.sonic.net/~otrsteve/homeless>)

Application Programming - Visual Basic - Quark Xpress - Access - Word

- Designed Microsoft Access database and reporting system for 2005 Sonoma County Homeless Count, and donation database for Computer Recycling Center.
- Designed forms and reports for City of Santa Rosa Utilities Dept. using VBA and Access.
- Converted Word Perfect macros to Microsoft Word macros for Sonoma County Adult and Juvenile Probation Depts. Programmed user forms for increased efficiency of data entry.
- Used Acius relational database software, Xdata and Quark Xpress to automate the printing of cassette labels and catalog pages for the direct marketing company, Radio Showcase. This netted a savings of over 50% in costs and 75% in time.

COMPUTER RELATED SKILLS

Macintosh And PC Applications:

- Photoshop, Illustrator, Quark Xpress, In-Design, Word, Access, Acius Relational Database

Computer Languages:

- PERL, HTML, XHTML, CSS, JAVASCRIPT, PHP, UNIX / LINUX, SQL, MYSQL, VISUAL BASIC

WORK HISTORY

1993 To 2004

- Operated and managed, Radio Showcase, a sole proprietorship, marketing recordings of historical radio broadcasts.

2003 To 2005

- Part time office manager for Sonoma County Task Force On The Homeless. Includes creating new web site and redesigning the organization's Access database.

2005 To Present - *Freelance web design, VBA programming, Access database design, PC Tehnician*

- Designed database for 2005 Sonoma County Homeless Count. Assisted on database and Word macro projects for City of Santa Rosa, and Sonoma County. Technical assistant at Computer Recycling Center troubleshooting and rebuilding donated PCs.

EDUCATION

- AA Degree in Art and Math at Santa Rosa Jr. College.
- 3 years studying Illustration and graphic design at Cal State University Long Beach and Art Center College of Design, Pasadena CA.
- Certificates in Javascript, Perl, HTML issued by Santa Rosa Jr. College.