

Douglas S Zelfiff

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Objective	Offering excellent communication, organization, planning, and technical skills, I seek to apply these skills in the information systems field.
Summary of qualifications	<p>California Designated Subjects, Computer Applications; Computer System Operation; Printing and Graphic Occupations; Electronic Publishing; Multimedia. Full Time. Expires July 1, 2009.</p> <p>Software skills:</p> <p>Windows 95/98/NT/2000/XP</p> <p>Microsoft Publisher 9 years</p> <p>MS Office 9 years</p> <p>Adobe Photoshop 8 years</p> <p>Macromedia Flash 4 years</p> <p>Macromedia Dreamweaver 4 years</p> <p>Macromedia Fireworks 3 years</p>
Professional experience	<p>8/2006 – Present MDEP/ITS Corporation Barstow, CA Webmaster</p> <ul style="list-style-type: none">• Maintaining desert and environmental websites www.MojaveData.gov, www.DMG.gov, www.CaliforniaDesert.gov, and www.DesertTortoise.gov<ul style="list-style-type: none">○ Ensuring information on websites is current and relevant.○ Use of PHP and Java scripting in support of websites• Design of posters and graphic materials in support of operational needs.• Use of GIS software to create maps• Support of Line Distance Sampling for the Desert Tortoise• Graphic and web support for all Desert Manager's Group missions <p>9/2003 – 6/2006 Excelsior Education Center Victorville, CA Computer Media Lab Specialist</p> <ul style="list-style-type: none">▪ Provided desktop software and hardware technical support for students and staff on problems in Windows 2000/XP network environment.<ul style="list-style-type: none">○ Set up accounts in Active Directory/Outlook○ Installed Windows 2000/XP and diagnosed problems with them○ Installed a variety of software applications to include: Office, Adobe/Macromedia products, etc.○ Diagnosed hardware issues on PCs and replaced

hardware as necessary to include RAM, Hard Drives, Power Supplies, Video/Sound cards, motherboards

- Built computers for the school computer labs
 - Installed peripherals on PCs to include flatbed scanners, printers, card scanners, handheld scanners and webcams.
 - Installed CAT/5 cabling and installed switches to included installing network printers and assigning IP addresses when DHCP was not used.
 - Performed routine maintenance for viruses, spyware and insured that the latest updates were installed
- Taught and supervised Eagle Computer Services student-run computer repair business, 18-24 students per class.
 - Developed a 5 credit/60 hr independent study keyboarding and computers course for the middle school program.
 - Established a Web Design computer course for the junior high campus, 12-18 students per class.
 - Established an Intro to Computer course for the junior high campus, 12 students per class.
 - Supervised a keyboarding course for the junior high campus, 12 students per class.
 - Taught a Flash Web Design computer course for the high school campus, 1000 students, 12-18 students per class.
 - Taught a Photoshop computer course for the high school campus, 18-24 students per class.
 - Taught an Advanced Photoshop certification course for the high school campus, 6 students per class.
 - Software utilized: Adobe Photoshop CS2, Macromedia Studio MX, Microsoft Office 2000, Adobe Acrobat 7.0
 - Hardware utilized: IBM compatible PCs/Laptops, Network Printers, HP Flatbed Scanner

11/2002 – 6/2003 Portrait Shoppe Lexington, KY
Photographic Computer Specialist

- Manipulation of images captured by the photographer on a digital camera. This involves adjusting of levels and curves to achieve optimum image quality. The image is then cropped to ordered size and printed on the digital printer.
- Mounting and framing prints as well as maintaining all supplies for the portrait studio.
- Design of all marketing to include print ads, mailers, posters, etc.
- Maintenance of all lab equipment to include calibration of monitors and routine service of Pictography machine.
- Software utilized: Adobe Photoshop 7.0, Print Suite, Photographic Edges, Microsoft Publisher, Nero Burning Rom.

- Hardware utilized: IBM compatible PC, Epson 1280 Printer, Fuji Pictography 4000II

4/2001 – 6/2003 Bethel Harvest Church Lexington, KY

TV/ Radio Editor

- Editing of weekly church broadcast “Prevailing Purpose” for broadcast on 4 regional networks as well as 2 radio stations.
- Editing of promotional pieces as needed for marketing and broadcast.
- Design of graphic overlays to be used on the broadcasts.
- Software utilized: Adobe Photoshop 5.5, DPS Velocity, Easy CD Creator 5.0, DPS Reality
- Hardware utilized: CD-Burner, Beta and SVHS tape decks.

3/1999 – 9/2004 Leggett Supply Inc Muskogee, OK

Web Designer

- Creating and maintaining WebPages for Mobile-Mart.com, Flair-It.Com, DreamBuildings.net and PexConnection.com.
- Graphic design scheme for each of these websites as well as redesigns on regular intervals.
- Digital imaging of products utilizing Sony Mavica camera and Adobe PhotoShop.
- Software utilized: FrontPage 2000, Adobe PhotoShop 5.5, Adobe PageMaker 6.5 , Adobe Acrobat 4.0

1/1999 - 3/1999 Jason Bennett Productions, Tulsa, OK

Web Designer

- Create WebPages for clients i.e. Mt. St Mary’s College
- Design graphics for use in WebPages.
- Software utilized: FrontPage 98, Adobe PhotoShop 5.0

8/1998 - 12/1998 Oral Roberts University, Tulsa, OK

Web Technician, Information Systems,

- Update WebPages with current press releases
- Gather information from academic departments to build WebPages
- Software utilized: Homesite 3.1, Paint Shop Pro 5, Real Encoder, WS-FTP, DeskScan 2.7, Live Picture, Photovista, Internet Explorer 4.0, Netscape Communicator

5/1997 - 8/1998 Oral Roberts University, Tulsa, OK

Summer School Coordinator

- Worked with the Dean of the School of Life Long Education to monitor classes for enrollment and contact faculty members with information on them.
- Coordinated with various student service offices to accomplish tasks efficiently.
- Responsible for faculty payroll contracts for 50 to 75 instructors which totaled over \$300,000 each year.

- Software utilized: Word 97, Excel, Access, Oracle-Banner network

8/1996 - 12/1997 Oral Roberts University, Tulsa, OK
Computer Specialist, Admissions Recruiting Association

- Responsible for correspondence, data entry, desktop publishing, database creation, spreadsheets.
- Software utilized: Word Perfect, Word 97, Microsoft Publisher, Excel, Fox Pro, Access

1/1991 - 6/1996 Aledo Christian Center, Aledo, TX
Youth Pastor/Christian School Teacher

- Pastoral duties of preaching, teaching, and youth discipleship.
- Taught classes ranging in size to 25 students
- Maintaining of five computers to include software installation and some hardware installation.
- Computer instructor for Typing, Database, Spreadsheet, and Word Processing
- Software involved: Windows, MS-Dos, MSWorks, Mavis Beacon Typing, Microsoft Publisher, Membership Plus

Education

12/2005 Completed Level 1 Voc-Ed. course work. University of San Diego.

12/1998 Oral Roberts University US-OK-Tulsa
Bachelor of Arts

12/1992 Christ For The Nations Institute, US-TX-Dallas
Diploma of Practical Theology

6/1984 Barstow High School US-CA-Barstow
High School Diploma

Activities,
Awards,
Achievements

Adobe Certified Instructor: Photoshop
Licensed Minister
Who's Who in American College and Universities - Fall 1998
All-American Scholar - Fall 1998
National Dean's List - Spring 1997
Honorable Discharge from US Army – 1989
Army Commendation Medal - May 1987
Good Conduct Medal - November 1988
Eagle Scout - February 1984

References

Available on request