

Entjik Jeffrie

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Portfolio: <http://www.entjikjeffrie.com>

Profile:

- 10 years of experience in Web site design, development, production and promotion.
- B.A. in Communication from Pacific Union College - June 2000.
- Extensive training in leadership, team work and interpersonal communication.
- Extensive training and experience in video editing and digital media production.
- Experience in starting and developing startup e-commerce business.
- Experience with Content Management System (CMS).
- Experience in 508 compliant Flash video production with captioning.
- Experience in producing 508 compliant PDF documents.

Strong Skills:

Dream Weaver (10 years), Flash Video Streaming Production and Flash Video Captioning, MAGpie Video Captioning Software, Photoshop (10 years), Fireworks, Image Ready, Adobe Acrobat, Fireworks and Adobe Premier Video Editing Software.

HTML (10 years), Cascading Style Sheet (CSS), PHP, MySQL, Apache Server, Real and Windows Media Video/Audio Streaming, Video Editing, Digital Interactive Media Productionm FTP SSH (10 years) and Drupal and Joomla Content Management System installation and setup.

Windows 2003 IIS Server Administration, Sharepoint 2007 Server MOSS and SQL installation, Web site domain registration and server management, SSL secure server installation, E-commerce shopping cart software, online credit card payment gateway, DVD authoring software production, MS Word, Excel, Access, Power Point, Outlook, Microsoft Visio, MAC OS X, PC trouble shooting and Fast Problems Solving Skill (Other skills listed on the last page)

Experience:

Internal Revenue Service (IRS), New Carrollton, Maryland -- Aug. 2008 - Present
Position: Web Analyst for Small Business/Self-Employed Division.

Main Accomplishments:

- Making sure that the Tax information that is posted on the IRS.gov SB/SE section is formatted correctly for the Web and there is no typo.

- Creating new pages, inserting information and updating information on the SB/SE IRG.GOV site by using Vignette Content Management System.
- Create 508 compliant Flash video streaming with video captioning.
- Check and analyze PDF documents to make sure they are 508 compliant.
- Work with subject expert matters in updating the information on the SB/SE section of the IRS.gov and making sure the information is accurate.
- Process tasks requests assigned by the team leaders.
- Wrote Web site analysis and comparison report.

Adventist Risk Management, Inc. Silver Spring, Maryland -- Nov. 2006 - Aug. 2008

Position: Webmaster / Technical Projects Manager

Main Accomplishments:

- Redesigned the ARM website (www.adventistrisk.org) using Dreamweaver to make it more inviting and friendly and easy to use by non-technical visitors.
- Worked with the ARM video producer and publish the Solutions Video on the web.
- Worked with the Healthcare Department, Personal Risk Department, Claims, Field Services directors and their staff to keep the information in each department's section up-to-date. I provide technical support for all website issues.
- Edited and produced videos by Final Cut Pro/Compressor on MAC OS X
- Developed and setup an online payment site by using PHP, OS Commerce and Paypal.com shopping cart on Linux/Apache server.
- Worked with the Corporate Communication Department's graphic designer and an event coordinator to publish the monthly Solutions newsletter (using Adobe In Design) and work with a printing house to print the final version of the newsletter.
- Worked with the Corporate Communications Department's team to help organize the Risk Management conference events by creating list of equipment, helped organize on-line payment and registration, provide support for clients who need computer support, create printer network system for the ARM staff and clients.
- Worked with the President, vice presidents and presenters to provide them with Power Point presentation design templates for the domestic and International Risk Management Conferences. Provide technical support as needed.
- Prepared organization mapping process flow chart and business reports using MS Visio.
- Prepared monthly web income statement and report for the accounting department in MS Excel format.
- Met with planning and resource committee, risk management conference committee, and advertising committee to discuss annual plans and brainstorming new ideas.

- Setup a VPS Windows Web Server 2003 and Drupal Content Management System.
- In charged of the client DVD/VHS video client education library. Worked with video education vendors and the Adventist Risk Management, Inc. resource development department to find DVD/VHS and resources that will be beneficial to the clients. Set up a DVD/VHS and client database system that track which DVD/VHS are in stock and are being borrowed by clients.
- Trained, mentored, supervised and assigned projects to intern and freelance contractors.

Voice of Prophecy International, Simi Valley, California -- August 2000 - Nov. 2006

Position: Webmaster

Most technical employee and "go to guy" for all technical problems, projects and technology planning.

Accomplishments:

Redesign of website

- Redesigned and developed the Voice of Prophecy web sites (www.vop.com, www.prophecyspeaks.com, www.net2003.com and www.exploringtheword.com) from scratch using Dreamweaver, Photoshop, and PHP 4/5 on Linux/Apache server.
- The former website averaged 4,000 unique visitors per month - after it was redesigned the website attracted 28,000 unique visitors per month and the usage hits went up to almost 2 million per month. I accomplished this by providing fresh content on the site daily.

Search Engine Optimization

- Promoted the Voice of Prophecy websites using search engine optimization techniques like maximizing the Meta Tag descriptions and better Meta Tag keywords.
- Utilized website statistical reports to see which sections of site were being used by the visitors. Analyzed the data about visitor entry point, exit points, how long they stay on the website, which section they visited and for how long. Developed strategies to improve website based on continuously monitoring and analyzing this data for improvements that will bring visitors back again and again.

New Features

- Created radio audio Podcasting system by using XML technology.
- Prepared streaming audio and video by using Real Audio Producer, Windows Media Encoder, Pinnacle Video Editing System, and Adobe Premier.
- Created an online donation system by using PHP 4/5 and MySQL 4.0.
- Website sections that generated over a quarter million dollars through online sales of books, CD's and videos as well as donations.
- Implemented intranet database system by using ASP, Dreamweaver, and MS Access SQL on Windows 2003 Server.

Non-website accomplishments

- Prepared Power Point graphic designs for meetings, publication using Adobe Photoshop. Set up video splitter, screens and projectors for meetings.
- Helped to manage events for the VOP by working with volunteers, giving them suggestions and explanations of what we were trying to accomplish.
- Purchased equipments that would be needed on the events. Hired and supervised the contractors and volunteers who were needed for these events.

Web Freelance Web Designer and Developer, Simi Valley, CA -- June 1996 - Present

- Designed and developed the General Conference of Seventh-day Adventist Church Children's Ministries Web Site. (<http://www.gcchildrensministries.com>)
- Designed and developed more than 12 web sites. (www.balmaco.com, www.campcedarfalls.net & www.gcchildrensministries.com) You can preview more of my web site works at www.ejeffrie.com.
- Helped my client Balmaco Land Sales LLC to increase their profit by creating a web site for the company that is user friendly and provides their clients with useful information such as land financing information, terms & agreement, payment, and contact information. I also set up their office computer, email and network system and provided desktop computer support for the company.
- Helped Seenseek.com Fiber Optics (fiber optics importer from Taiwan) to launch their first web site. I set up the email system for them and provided a desktop support as needed.
- Helped Counseling Department, Communication Department, Extended Learning Department, Chemistry Department, Student Missionary Department and Youth Unite 99 Music Event to launch their first web site.

Pacific Union College, Angwin, California -- March 1996 - June 2000

Main duties:

- Worked as a computer/network technician at the Pacific Union College Learning Center. Helped set up 40 new PCs, installed Windows 3.11 operating system on the PCs, configured the TCP/IP network configuration, set up network printers, set up routers and provided desktop support for students.
- Worked as a Web designer for Unite 99 Youth Ministry, Chemistry Department, Counseling Department, Student Mission Department, Communication Department and Extended Learning Department. I redesigned their web site from scratch and worked with the director of each department to make sure the information on their web site was up-to-date.
- Worked as Campus Newspaper Online Editor. Worked with the lead editor, writers, and a team of news editors to manage the information and news that would go on the www.puc.edu web site news section. We used Adobe Page Maker to publish the campus newspaper.
- Worked with a team of IT and network technicians for the Pacific Union College's IT department. I helped setup the first fiber optic network T1 connection on campus dormitories. My advance skill was network cable testing and computer PC troubleshooting. I provided a desktop, network, PC hardware/software and troubleshooting support on campus.
- Worked as the Year Book Editor. I worked with the lead Year Book editor and a team of Year Book editors to make sure the school year book is published on time. We used Adobe Page Maker to publish the year book.
- College Market Natural Food Department Sales Associate and Assistant Manager. I worked with a supervisor and vendors where we purchased the inventory. Trained, supervised and worked with new student workers.

Summer Internship at FOX/CBS KBAK Channel 29 Bakersfield, California May 1998 - August 1998

- Gathered video footages, edited and prepared video footages for the evening news. Worked with the lead video editor and anchors on which video footages that would be shown on the evening news. Maintained a close relationship Bakersfield, CA police department, Kern County fire department and gather news information from them.
- Prepared camera equipments, operated Live TV van and satellite dish for live news. Made sure all equipments are working properly.

Web Development and Computer Skills:

Intermediate Skills:

Video Editing Software (Final Cut Pro), In Design, Illustrator, QuarkXpress, Flash, Authorware, Director, Photography, PODCASTING, PHP, JavaScript, MySQL, Apache web server, IP Tracing, TCP/IP, Domain Registration, SSL Registration, & ISS web server.

Basic Skills:

Visual .Net Studio, VB.net, C#, ASP.net, AJAX, XML, Microsoft SQL database server, Java Script and Sugar CRM (Customer Relationship Management Software).

Other Skills:

- Familiarity with social network such as Myspace, Friendster, and Facebook.
- Interpersonal Communication.
- Intercultural Communication.
- Leadership/Management
- Small Group Communication.
- Entrepreneurial minded.
- Completion of Real Estate education from Anthony School of Real Estate.
- Public Speaking.
- Mentoring/Coaching