Jim Riordan

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Evolving in a rapidly changing industry has given me skills in: Web & IT Administration • Computer & Network maintenance • Website deployment and maintenance • Programming – PHP, ASP, VB Script and C# • Layout and design for the internet and print • Digital color & b/w retouching/ scanning • font customization • fine art quality typography

Software:

WordPress – Formidable Forms, Revolution Slider; **Zoho** – CRM with plugin to WordPress

Adobe Creative Suite – Photoshop, Illustrator, InDesign, Acrobat Pro, Flash and Dreamweaver

Office360 – Word, Excel, PowerPoint

Visual Studio; **PageFlex Studio**; **Font Fusion Pro**; **Corel Draw**; **Retrospect** & **Iperius** Backup software

FTP software: **WS_FTP PRO** - PC & **Fetch** – MAC; *Control Panels*: **Hostgator** and **Godaddy**

Work Experience

The Zoo Health Club Corporate - **IT Manager / Web Master Admin**
September 2018 – Present
Maintain all Club websites (Zoo, Blitz45Fitness, Sedona For Women, FitnessZone For Women, American Bodyworks.
IT manager for corporate headquarters. Design and Production for monthly promotional advertisements.
Everything I've done for the last twenty years I now do in my present position for The Zoo.

National Multiple Listing* - Web Master Admin & IT
 January 2005 – 2017/18*
Maintaining Windows Network, Window Servers, MAC & PC graphic workstations and business PCs for commercial printing company. Began with NML as Webmaster duties included maintenance and design for multiple web sites, printnml.com for fixed quantities, UPS Shipping Calculator for costing purposes, nmlxpress.com for variable quantities and nmlcommlink.com for email blasts, programming online order processing. Programming was done in PHP with javascript and jquery primarily with ASP, VB script and C#. In time a site was added for Aerial Photography viewaerials.com which features stock and custom images for sale. Additional site for NML: PPandD
        After two years with NML the roll of IT guy was added to my duties and I took over the above mentioned Network, Servers and Desktop workstations maintenance.
*NML sold to Minuteman Press Boca Raton in 2017 October, stayed with NML throughout the transition until August 2018.

Web Master/Design/Graphic Design (Florida now defunct) - **August 2003 to January 2005**
GaySouthFlorida.com (Fort Lauderdale Business Network) Maintenance and design of Special Events Web site, daily editing and maintenance for company's Online Yellow Pages. Contributing template designs and compiling company's pricing policies for their new hosting division--gaysouthfloridahosting.com. I had daily input into the development and implementation of the new ASP version of the company's web site. In addition as a member of the company, which itself is a team effort, I also pitched in when the print division needed help designing customer Ads (for yellow pages), and in issues involving customer concerns.

Web Master/Design/Graphic Design (New York City)
Creative Network Systems (an agency for professional Freelancers**)**
1994 to 2003
Some clients serviced: Addison Design, American Foundation for Aids Research (amfAR), AnnTaylor, Bernard Hodes Advertising, Bloch Graulich & Whelan, D'arcy / Medicus / DMB&B Advertising, Jobson Publishers, Kraemer Design, Manhattan Marketing Ensemble, Marstellar Advertising, Pellegrini and Associates, Inc., Sony Music / Creative Services, Wells Rich Greene / BPPD, Towers Perrin, USA Networks.

Education

Certificate in Website Administration - NYIT & Syracuse University CBIT, 2001-2002
Certificate of Craftsmanship - Master Printers of America, 1990
Continuing Adult Education: School of Visual Arts Computer Graphics,   **Pratt Institute** Graphic/Fine Arts