

## Jim Riordan

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Working in a rapidly changing industry has given me skills in:

- Web & IT Administration • Server and Workstation maintenance • large and small project management on both PC and Mac platforms • Website deployment and maintenance • programming • media conversion and translation • layout and design for the internet and print • digital color & b/w retouching • image scanning • font customization • fine art quality typography

Software: **Adobe Creative Suite** – Photoshop, Illustrator, InDesign, Acrobat Pro, Flash and Dreamweaver; **Office360** – Word, Excel, PowerPoint; **Visual Studio**; **PageFlex Studio**; **Retrospect**; **Font Fusion Pro**; **Corel Draw**; FTP software: **WS\_FTP PRO** - PC & **Fetch** – MAC; Control Panels: **Hostgator** and **Godaddy**.

## Work Experience

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**National Multiple Listing** (NML now a division of MinuteMan Press Boca Raton)

**Web Master Admin & IT**

**January 2005** – \*Present

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](http://printnml.com) for fixed quantities, [UPS Shipping Calculator](http://UPS Shipping Calculator) for costing purposes, [nmlxpress.com](http://nmlxpress.com) for variable quantities and [nmlcommlink.com](http://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](http://viewaerials.com) which features stock and custom images for sale. Additional site for NML: [PPandD](http://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, I have switched to contract from staff position.

**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](http://gaysouthfloridahosting.com). I had daily input into the development and implementation of the new ASP version of the company's web site including translating static listing pages into database format. 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, Natural History Group, Pellegrini and Associates, Inc., Think New Ideas, Siegel & Gale, Sony Music / Creative Services, Wells Rich Greene / BPPD, Towers Perrin, USA Networks.

## Education

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**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**