

Matthew S. Medlen, Sr.

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Summary of Qualifications

Web developer with 5 years experience
Web Designer with 8 years experience
Desktop Publishing/Printing with 28 years experience
Expertise with creating and troubleshooting cross-browser CSS, (X)HTML, and JavaScript
Experience with web design
Experience with graphic design
Experience with graphic applications such as Photoshop
Strong communication skills with both business and technical audiences, and the ability to tailor that communication for the audience
Work with interface design specialists and system analysts to incorporate design into applications
Experience with E-Commerce web sites
Strong knowledge of Microsoft Windows and Office environments
Excellent ability to manage my time and to work under pressure

Tools, Languages, and Technologies

- Windows
- HTML
- XHTML
- CSS
- MathML
- Dreamweaver CS3
- Photoshop CS3
- JavaScript
- PHP
- MySQL
- Apache
- FTP
- OmniUpdate 8 (Web Express)
- Cogix
- Convio
- Freedom Scientific JAWS 8.0 Screen Reader
- Freedom Scientific MAGic Screen Magnification
- Microsoft Visual Studio
- MS Office 2007 Suite
- AS/400
- Photoshop Lightroom
- Lotus Notes
- Interwoven Content Center Professional (Teamsite)
- Acrobat 8 Professional
- Java
- Perl
- CGI
- Lotus Domino
- Mercury Quality Center
- jEdit
- Amaya

Experience

Arc Worldwide; Chicago, IL (August 2008 – September 2008)

Web Engineer

Code content to MathML for rendering in flash based site.
Used HTML in the creation of marketing email
Tested sites functions in multiple web browsers

Skills used: MathML, HTML, Amaya, jEdit, Lotus Domino, Mercury Quality Center

University of Chicago Graduate School of Business; Chicago, IL (May 2008 – August 2008)

Web Developer

- Produce effectively developed websites/applications
- Provide technical support and troubleshooting for IM tools
- Consulted with Senior Web Developer on execution strategies for development projects and lead on production of strategies
- Cross-train development team (via development briefs)
- Assist in management of Chicago GSB website architecture
- Provide standby support for chat sessions
- Report on project status to Senior Web Developer
- Used HTML/CSS in the creation and editing of new and existing web sites
- Tested sites functions in multiple web browsers

Skills used: HTML, CSS, Dreamweaver CS3, Photoshop CS3, JavaScript, MS Office 2007 products, OmniUpdate 8 (Web Express), Convio, Cogix, Google Maps API

Career Education Corporation/American InterContinental University; Hoffman Estates, IL (March 2008 – April 2008)

HTML Developer/Analyst

- Researched, analyzed and compiled documentation for making this education corporation websites ADA-504, WCAG 1.0 compliant
- Reworked HTML in web site pages to comply with the ADA-504, WCAG 1.0 guidelines and navigatable using JAWS screen reader and comply with ADA-504 and WCAG 1.0 guidelines

Skills used: Microsoft Visual Studio, HTML, CSS, JavaScript, MS Office 2007 Suite, JAWS 8.0 Screen Reader, MAGic Screen Magnifier

Blue Cross Blue Shield; Chicago, IL (October 2007 – February 2008)

Web Developer/Analyst

- Debugged CSS, HTML and JavaScript
- Makes regular updates, analyze content and monitor site usage.
- Developed content materials as dictated by business and adhered to deadlines.
- Worked closely with business users, developers and the usability team.
- Worked with content administrator checking for compliance to business rules, security issues, broken links, spelling errors for all production and intranet websites.
- Weekly checks to reduce errors and prevent future occurrences

Skills used: HTML, CSS, Dreamweaver, Photoshop, JavaScript, MS Office products, Content Center Professional (Teamsite), Lotus Notes, MS Office Visio

Eternity Web Design; Harvey, IL (January 2001 - Present)

Web Developer

- Worked with small businesses to develop web presence
- Integrated existing code with newly developed web sites
- Designed and implemented enhancements as well as new features for Dyer Baptist Church, Dyer Indiana
- Managed ongoing content changes and improvements for Women Wellness Institute
- Implemented Open Source E-Commerce solution for In Balance Chiropractic
- Tested all websites in Internet Explorer, FireFox and Netscape to insure compatibility
- Worked with clients to determine project requirements
- Assisted clients with training for content management and E-Commerce setup
- Provided support for all production code

Skills used: HTML, CSS, PHP, Dreamweaver, Photoshop, JavaScript, FTP

Harvey Public Library District; Harvey, IL (April 2001 – March 2004)

Web Developer

- Created meaningful navigable web experience from what previously was a cumbersome collection of disparate information
- Optimized loading times for larger pages over dial-up
- Collaborated with Public Library District Director to design online community resource site
- Worked with members of the community to gather content for community resource site
- Maintained content and updates for public library district site

Skills used: HTML, CGI, Perl, Dreamweaver, Photoshop, JavaScript, FTP

American International News Service; Lewisville, NC (February 2006 – Present)

AI News Correspondent/Press Photographer

- Freelance Press Photographer for international press agency submitting photographs for inclusion into major publications
- Editing photos to be print quality/ready

Skills used: Nikon D50 DSLR Camera, Photoshop CS3, Photoshop Lightroom

South Holland Police Department; South Holland, IL (September 1999 – April 2007)

Telecommunicator/Desktop Publisher

- Worked as 911, Police, Fire and EMS Dispatcher
- Collaborated with Chief of Police, Other supervisors to redesign and modernize outdated Policy and Procedure manual
- Published Monthly Newsletter
- Updated and computerized all forms
- Department Logo rework for certificate and award publications

Skills used: Windows, Office Suite, Desktop Publishing, Photoshop

Diverco, Inc.; Harvey, IL (May 1989 – June 1991)

Publishing Department Manager

- Created monthly sales postcards
- Collaborated with Sales department head on yearly parts catalog
- Worked as lead desktop publisher

Skills used: Windows, Xerox Ventura Publisher, Desktop Publishing, Typesetting, Layout and Design, AS/400, DOS

Nichols Motorcycle Supply; Alsip, IL (May 1987 – May 1989)

Desktop Publisher

- Created image ready art for publication in sales flyers and catalog
- Collaborated with publishing manager on yearly sales catalog
- Worked as a member of the layout and design team on year catalog

Skills used: Adobe PageMaker, Macintosh, Desktop Publishing, Typesetting, Layout and Design

Falica Printing; Hazel Crest, IL (June 1980 – May 1985)

Printer Apprentice, Typesetter, Layout and Design

- Worked with Master Printer learning the art of printing
- Typeset on early typesetting machine
- Collated, stapled, bound, padded finished products

Skills used: Typesetting, Layout and Design, Typesetter, Industrial Saddle Stapler, Punch Press, Cutter, Printing Press

Education

HTML Writers Guild/eClasses.org (February 2008 – March 2008)

Introduction to JavaScript

HTML Writers Guild/eClasses.org (May 2007 – June 2007)

Introduction to CSS

Introduction to XHTML

W3Schools.com (April 2007)

HTML Developer (HTML, XHTML, CSS)

ExpertRating Global Certifications (April 2007 – May 2007)

CSS 2.01

Office Skills

HTML 4.01

Typing Skills (33 wpm)

DOS 6.2

Numeric Typing Skills (109 cpm)

Computer Skills

Windows Academy Ormond Beach, FL (August 2005)

Macromedia Dreamweaver MX

Thomson Education Direct Scranton, PA (April 2003)

Web Page Designer

Suburban Library System Burr Ridge, IL (April 2001 – July 2001)

CGI-Script programming

JavaScript programming

Creating Web Graphics

Java programming for the web

Dreamweaver 4

CompuMaster Mission, KS (July 1998)

Supporting, Troubleshooting and Optimizing Microsoft Windows NT

Sauk Area Career Center Robbins, IL (August 1986- June 1987)

Computer Operations I (AS400 Operations and programming)

Current/Recent Projects

Arc Worldwide (www.arcww.com) - HTML, MathML, Amaya, jEdit, Mercury Quality Center, Lotus Domino

University of Chicago Graduate School of Business (www.chicagogsb.edu) - HTML, CSS, Dreamweaver CS3, Photoshop CS3, Convio, Cogix, OmniUpdate 8 (Web Express), MS Office 2007 Suite, Google Maps API

Career Education Corporation/American InterContinental University (www.careered.com; www.aiuonline.com) - Microsoft Visual Studio, HTML, CSS, JavaScript, MS Office 2007 Suite, JAWS 8.0 Screen Reader, MAGic Screen Magnifier

Blue Cross and Blue Shield (www.bcbsil.com, www.bcbstx.com, www.bcbsnm.com) - HTML, CSS, Dreamweaver 8, Acrobat 8 Professional, MS Office Visio 2003, Lotus Notes, Interwoven Content Center Professional (Teamsite), MS Office 2003

Matthew Medlen (www.MatthewMedlen.com) - XHTML, CSS, Photoshop CS2, JavaScript, Dreamweaver 8

Contemporary Health Innovations, PA; (current project, not yet live); XHTML, CSS, Photoshop CS2, Dreamweaver 8

Organic Plus Inc.; July 2007 – (current project, not yet live); XHTML, CSS, PHP, Photoshop CS2, Flash 8, Dreamweaver 8

References

Lee Atkinson

Administrative Pastor, Dyer Baptist Church

Andre Coleman

Application Development Manager, Career Education Corporation

Juliane Pearson

E-Solutions Manager, Blue Cross and Blue Shield

Membership

- International Webmasters Association/HTML Writers Guild
- National Association of Photoshop Professionals
- International Freelance Photographers Organization
- American International News Service