

Daniel A. Eldridge

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Objective

- To obtain a full time position in the field of Information Technology, specifically in the areas of web design and / or system administration.

Relevant Work Experience

*Web Consultant, **FableVision**, Watertown, MA (February 2005 – March 2005)*

Working as a developer on a website being designed for PBS. Responsible for creating pages based on content determined by the client.

*Web Consultant, **Harvard University**, Cambridge, MA (November 2004 – January 2005)*

Worked with the communications office in the Graduate School of Education (HGSE) to update their website and implement a new design.

*Product Support, **Thomson Financial**, Boston, MA (October - November 2004)*

Responsible for creation of audio and web ready copies of press releases for client companies as well as updating investor information phone systems with the new releases. Also worked designing the user interface for a new web application.

*Web Consultant, **Jewish Family Service**, Framingham, MA (July - September 2004)*

Worked with a non-profit organization to create and implement a new design as well as reorganize and add new content to their website.

*IT Consultant, **Highland Laboratories**, Ashland, MA (June - July 2004)*

Worked with the company's IT department to assist in the creation of a web interface for a paint distribution system.

*IT Support, **Rotork Controls Inc.**, Rochester, NY (December 2002 - May 2003)*

Worked in the Information Technology department for Rotork Controls in a six month long co-op position. Was responsible for internal website design/development, independent coding projects, daily support and maintenance as well as other assorted tasks and projects.

*MIS Assistant, **Dun and Bradstreet**, Waltham, MA (June - August 2002)*

Worked with the MIS department in the Waltham Office of Dun and Bradstreet in a three month long co-op position. Was responsible for internal website design/development, and assisted with daily backups, helpdesk, as well as other general tasks and projects.

Webmaster, Concord Guides and Press, Concord, MA (June 1998 - September 2001)

Designed, implemented and maintained company website, provided technical assistance, updated financial records and billing for a local guide service with a publishing sub division.

Education

Rochester Institute of Technology, Rochester, NY
Bachelor of Science in Information Technology, May 2004

Relevant Coursework

System Administration: System Administration Concentration including a two-course sequence in System Administration, OS Scripting and Introduction to Networking

Website Design: Web Development Concentration including Programming for the WWW, Website Design and Implementation, Network Based Multimedia, Interactive Digital Media and Introduction to Multimedia

Programming: A two-course sequence in Microsoft Visual Basic, Java for Programmers and Fundamentals of Database

General: Human Factors, Interface Design, Needs Assessment, Technology Transfer and American Sign Language

Technical Skills

Website Design: Seven years of personal, professional and academic experience

Software: Adobe Photoshop, Microsoft Office, Lotus Notes and Macromedia Director

Operating Systems: Microsoft Windows 9.x / NT / 2000 / XP, Mac OS and Red Hat Linux

Programming: Visual Basic, Java, Java Script, Shell Scripting, PERL, HTML and C++

✉ For more information, including links to my past and present work, please visit my website at <http://www.danieleldridge.com/>.