

# Austin Ellis

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## Work History:

Point Loma Nazarene University  
San Diego, Ca (619)849-2555  
May 2004–March 2006  
Student Technician

Duties: Troubleshoot hardware issues, replace hardware, troubleshoot and resolve software issues, contact technical support for various companies, work with staff and faculty members to troubleshoot and resolve issues, manage tasks through task management system (experience with both Heat and Asset Navigator)

Accomplishments: Created and managed a “walkup” system for use on over 30 computers campus-wide, wrote a unix script currently in use in a mac based computer lab, to cleanup and backup files on logout

Point Loma Nazarene University  
San Diego, Ca (619)849-2555  
March 2006–May 2007  
Student Web Technician

Duties: Assist in migration from Microsoft Front Page system to a Content Management System, create new pages using CMS and HTML, maintain existing pages, edit javascript scripts, and custom CMS tags, assist in training of staff on new system

Accomplishments: Successful migration of website to a CMS, significant amount of work on accreditation site

Point B Associations  
San Diego, CA  
June 2007–Present  
Production Assistant  
Salary: \$35,000

Duties: Update and maintain four websites, build and schedule mass emails (through Lyris, Inc.), work with four associations to implement marketing for conferences and other programs, compile website and email statistics for marketing purposes, experience with HBX Analytics and Google Analytics

Accomplishments: Participate in successful marketing campaign for several national conventions

## Education:

Bachelor of Arts, Graphic Design  
Point Loma Nazarene University  
August 2003–May 2007

## Skills:

Programming skills, including: Javascript, HTML, and CSS.

Extensive knowledge of Adobe Suite, including: Photoshop, Illustrator, and InDesign

Proficient in both Windows and Mac OSX environments

Extensive knowledge of Microsoft Products, including: MS Word, PowerPoint, and Excel

Knowledge of Macromedia products including: Dreamweaver and Fireworks