

Richard Ihle

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www.RI-Designs.com

Experience

Web / IT Coordinator

November 2007 to Present

The Cathedral Foundation, Baltimore, MD

- Install new software on PC and Mac platforms
- Troubleshoot software and computer problems
- Advise and train coworkers in use of hardware and software
- Check servers and applications for problems at least daily
- Utilize Backup Exec to run server backups daily
- Design websites and review designs to improve consistency, quality and efficiency
- Gather content for websites (text, audio and video)
- Sold websites and acted as intermediary between the web designer and client

Web / Graphic Design

January 2006 to Present

Freelance, Baltimore, MD

Design commercial websites, marketing material, customized business card graphics and designs

- Develop survey style sheets to support capture of clients needs and business requirements
- Execute formal project design brief for customers and continually gather information and data from customer to minimize re-work of design issues
- Execute project management controls to ensure jobs meet cost, schedule and client expectations

Software Configuration Specialist

November 2006 to August 2007

Arrowhead Electronic Healthcare, Austin, TX and Baltimore, MD

Created documents and designs for development of new electronic patient diaries

- Managed corporate website per direction from Sales and Marketing
- Performed general administrative duties in support of software development activities, including research, maintenance, building demos, managing translations and special projects
- Executed formal project design briefs for customers and continually gathered information and data from customer to minimize re-work of designs

United States Marine Corps Postal Clerk (E-4)

Camp Lejeune, NC

October 1998 to October 2003

Education

Associate of Applied Sciences, Information Systems Security

Harford Community College, Bel Air, MD

Present

Master Certification in Digital Graphics, Digital Multimedia, Digital Video, and 3D Animation

The Computer Career Institute, Johns Hopkins University, Columbia, MD

December 2005

Applications

- Backup Exec
- Microsoft Office Applications
- Adobe Products: Photoshop CS-CS4, Illustrator CS-CS3, InDesign CS-CS3, Premier Pro 1.5/CS3, After Effects 6.5, Fireworks
- Macromedia Products: Dreamweaver MX 2004 / CS4, Flash MX 2004 / CS3