

RICHARD I. EMBDEN

IT TRAINER

Creative problem solving skills and expertise in information technology solutions. Results oriented computer programmer with extensive experience in all stages of design, coding, testing, training and technical support on Windows and Unix based systems. Demonstrated ability in graphic design/typesetting and development of print and on-line help documentation/user manuals. Keen insight into web technology with substantial experience in database driven applications.

TECHNICAL SKILLS

- Visual Basic, VBA, Unix Shell Scripting, Crystal Reports, SQL
- Microsoft Excel/Word Automation, Access Database Design, MapPoint
- Graphic/Web Design Adobe Photoshop, Illustrator, CorelDraw
- Layout/Typesetting – Adobe PageMaker, FrameMaker

CERTIFICATIONS

- Technical Trainer – CTT+ (CompTIA)
- Microsoft Office Specialist – Excel Expert, Word Expert, Access, PowerPoint — (Certiport)
- Internet and Computing – IC³ (Certiport)

EXPERIENCE

StreetSense Newspaper Vendor/Advertising Sales/Layout/Reporter June 2009- Present

- Sales of StreetSense newspaper on the street on commission basis
- Advertising Sales- Sold advertising space and assisted accounts with marketing products and services
- Layout and story editing using Adobe InDesign, PhotoShop, DreamWeaver, Fractal Design Painter
- Writing of news, poetry, and special interest stories.

Content Communications/Ejaad Telecom Database Coord./Zoning Specialist June 2006- May 2009

- Prepared and distributed reports relating to progress of 120 sites in various phases of leasing, zoning, permitting and construction in the upgrade of existing IDEN sites to CDMA.
- 4G Nextel WiMax Project- Responsible for auditing sites including leasing and zoning documents and physical site assessments, making recommendations of sites appropriate for upgrade to 4G.

White's Information Systems/KPMG Peat Marwick/IntegraSys Corp September 1993-March 1995
Technical Consultant/Instructor/Graphic Designer

- Trained and provided technical support for over 150 staff in use of statewide computer network.
- Implemented statewide automated job matching system in 5 Bureau offices (Ohio Job Net).
- Developed statewide LAN based data entry system translating COBOL into FoxPro.
- Multimedia user-Interface design in PhotoShop for statewide network of kiosks (Ohio Job Net).

Columbus Urban League Information Technology Instructor September 2001- June 2003

- Conducted Microsoft Office training courses. Prepared students for Microsoft Office certification exams in Word, Excel, and PowerPoint. Responsible for setup and administration of testing system.
- Conducted training courses in computing fundamentals, computer assembly and operation including Microsoft Office 2000. Provided job placement assistance to young adults.

