

CHRISTOPHER JEFFRIES

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<http://www.radford.edu/cajeffrie>

OBJECTIVE

To obtain a full time position preferably in the field of Web Design, Graphics Design and/or Information Technology

WEB SKILLS

Adobe Photoshop, Adobe Captivate, Dreamweaver, Flash, Illustrator, HTML, XHTML, DHTML, CSS, and JavaScript

COMPUTER SKILLS

PC Hardware/Software Troubleshooting, Network Troubleshooting, Moodle, Blackboard, Camtasia, Microsoft Office, Java Programming, Respondus, Windows XP and Vista, MAC OS, iMovie, iDVD, Final Cut Pro, and Linux

EDUCATION

Radford University – Radford, VA, Graduated – May 3, 2008

- **Major:** Bachelor's of Science: Media Studies – Web Design
- **Minors:** Information Technology & Cinematic Arts
- **Awards:** Outstanding Student Worker Award

PROFESSIONAL SKILLS

- Flexible in terms of working in a one – on – one environment or a team setting
- Strives to protect ethical integrity of personal and professional work and projects through attendance and promoting a stress free working environment
- Efficiently completes projects utilizing time management skill and multitasking skills
- Hard – working, results – focused and personable individual

WORK EXPERIENCE

Technical Assistant, Surry Community College, Dobson, NC, August 2008 – June 2009

- Creating and editing online courses with HTML and XHTML in Blackboard and Moodle
- Converting courses from Blackboard to Moodle for the Virtual Learning Community (VLC)
- Taking technical phone calls and emails from students and teachers
- Creating learning objects with Captivate and Camtasia
- Recording lectures then streaming online or burning them to DVD for students

Listener Care Representative, Results Galax, Galax, VA, May 2008 – August 2008

- Assisting customers in setting up XM radio accounts
- Selling radios and troubleshooting radio problems for customers
- Answering questions regarding XM Radio(i.e. billing, programming, and pricing)

Lab Assistant, Technology in Learning Center, Radford University, Radford, VA, August 2006 – May 2008

- Responsible for supervising lab and maintaining equipment
- Demonstrating dependability in fulfilling other duties such as watching the office and answering phones when the Administrative Assistant was unavailable
- Helping students and professionals with technical problems, web design, and new media

Web Design Intern, Virginia Tech Transportation Institute, Blacksburg, VA, May 2007 – August 2007

- Utilizing my skills in web design to create a website for the Virginia Rail Policy Institute (varpi.org)

Graphics Designer, Smiling Bulldog Enterprises, Radford, VA, February 2007 – May 2007

- Responsible for creating new designs
- Assisting the head designer with various tasks

UNIVERSITY INVOLVEMENT

Alpha Kappa Psi – Professional Business Fraternity

- Director of Web Design – Fall 2007 & Spring 2008
- Historian Committee Chair – Spring 2007
- Historian Committee – Fall 2006
- Fundraising Committee – Spring 2006

Collegiate Entrepreneurs

- Web Designer for radmenus.com – Fall 2007 & Spring 2008

Future Business Leaders of America – Phi Beta Lambda

- Historian 2006-2007