

GARY R. HARDING

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WEB & GRAPHICS DESIGNER – WEBSITE COORDINATOR/PRODUCER WEB CONTENT MANAGER – WEBMASTER BRIEFING/PROPOSAL GRAPHICS ILLUSTRATOR

- 8 + years professional Web Design/Webmaster experience
- Information Architecture/Content Management focused
- Contractor/Consultant experience; Customer Service background
- Self starter needing little or no supervision to assess needs and implement solutions

PROFESSIONAL EXPERIENCE

WEBMASTER AND GRAPHIC DESIGNER

SEP 2004- PRESENT

ARGON ST (FORMERLY SAN DIEGO RESEARCH CENTER (SDRC), INC.) SAN DIEGO, CA

Argon ST, Inc., designs, develops, produces, and supports systems and sensors for the C4IS markets including SIGINT (Signals Intelligence), ESM (Electronic Support Measures), EW (Electronic Warfare), IO (Information Operations), Wireless Networking, Imaging, and Acoustic Systems serving domestic and international markets (www.argonst.com).

Designed and maintained company Internet and Intranet for 2 ½ years; assisted with redesign of new corporate Internet. Support Business Development staff. Coordinate, design and staff all shows/conferences. Design marketing materials for my division of the company. Act as team member on all company's proposals by illustrating all major proposal images and diagrams and coordinating printing of proposals. Provide graphic's support to entire company: illustrations, business diagrams, business cards, conference support, signage.

WEB GRAPHICS DESIGNER

APR 2003- SEP 2004

DICHROMA, INCORPORATED, ALEXANDRIA, VA

Dichroma is a business, acquisition and financial management services contracting firm offering state-of-the-art information systems and solutions (www.dichroma.com).

Provided web and graphics consulting support for high-level military strategy team. Illustrated conceptual graphics (charts, models, diagrams and wall charts); designed posters, banners, and logos. Illustrated the U.S. Coast Guard Maritime Security Strategy (2004). Webmaster for unit's Intranet site: redesigned two Intranet sites with little supervision or input. Intranet sites contained advanced features: user surveys connected to databases, programming logic controlling who and when survey is offered to users, JavaScript controlled menus, and server-side includes. Provided Oracle Portal development support for pilot project "IMAS" (Integrated Management Awareness Solution): designed portal graphics, wrote and designed user manuals, provided one-on-one user training and support, and designed very detailed PowerPoint overview of the system.

WEBSITE COORDINATOR

MAR 2000-APR 2003

THE BROOKINGS INSTITUTION, WASHINGTON, DC

The Brookings Institution is one of Washington's oldest and esteemed think tanks; Brookings is an independent, nonpartisan organization devoted to research, analysis, and public policy education (www.brookings.edu).

Website Coordinator for Governance Studies program. Member of large web team with tight deadlines and turn-around times. First-hand experience helping to organize and run a large website. Coded HTML via Homesite. Attended weekly content/information architecture planning meetings. Worked daily with world famous scholars and dignitaries to post their scholarly content on Website, and to create special content areas for them. Coordinated with media on joint projects. Researched media via Lexis Nexus for scholars' output (Op-Eds, Testimony, Interviews, Publications, etc.), then posted it to site accordingly. Supervised/mentored Research Assistants posting web content for their scholars. Assisted in transitioning a 30,000 page website from HTML to XML via a new content management system. Computer liaison for program, providing computer support to scholars, staff, interns, and guests; maintained passwords and accounts. Acted as Intern Coordinator, and coordinated some events. Monitored Website traffic statistics.

WEBMASTER

MAR 2000-APR 2003

THE CENTER FOR REGULATORY EFFECTIVENESS (CRE), WASHINGTON, DC

The CRE provides Congress independent analyses of agency regulations and is recognized for its methods to improve the federal regulatory process; it's the premier site on federal regulatory matters (www.thecre.com).

Part-time Webmaster for over two years; later took over all special projects and web development. Using my own initiative, developed and gained support for web projects, then recruited, trained and supervised other part-time employees to complete the projects. Interviewed, hired, and trained all other Webmasters. Researched and recommended software purchases; worked with programmers to direct development on our site, then implemented the upgrades. Wrote website manual. Purchased domain names and setup Website traffic statistics accounts.

PROGRAM SUPPORT TECH SENIOR & TECHNICAL TRAINER

DEC 1995-DEC 1999

VIRGINIA COMMONWEALTH UNIVERSITY SCHOOL OF NURSING, RICHMOND, VA

The Graduate Program at the School of Nursing at Virginia Commonwealth University (MCV - Medical College of Virginia Hospitals) has been a top rated school for many years by US News & World Report's Best Graduate Schools (<http://www.nursing.vcu.edu/>).

Office manager for graduate program; assistant to Associate Dean of Graduate Programs. Assisted faculty, staff, and students with complex academic and administrative issues. Supervised three graduate level student workers. Controlled budget and did purchasing. Worked as liaison with developers to design two databases (one database tracked student administrative actions and demographics, the other database took scanned survey and evaluation data from bubble sheets and then converted it to comprehensible statistical reports). Implemented, documented and maintained two databases; trained and managed data entry clerks. Received two promotions while in position, and a concurrent second job title of Technical Trainer. Designed and maintained graduate program website.

Technical Trainer to School of Nursing staff and professors: designed and lead classes in advanced Power Point, Webpage design, Windows 95/98 file-sharing, advanced Netscape E-mail, and Audio/Visual equipment use. Responsible for Audio/Visual equipment maintenance, ordering and checkout. Supervised an assistant student worker.

TECHNOLOGIES

- HTML
- CSS
- Dreamweaver
- Flash
- 3DS Max
- Poser
- Swift 3D
- Vue5 Esprit
- Corel Painter
- Visio
- PolyTrans
- Illustrator
- CorelDraw
- Photoshop
- Visio
- Adobe Acrobat Pro
- Excel
- Word
- Access
- PowerPoint
- Microsoft Project
- Oracle Projects

EDUCATION

Bachelor of Arts – Virginia Commonwealth University, Richmond, VA -December, 1999. GPA 3.7. Member Honors Program.

PROFESSIONAL STUDIES/CONFERENCES

Graphics Courses – The Art Institute of California, San Diego, CA 2006
ADIM 9 (Art Directors Invitational Master Class), Monterey, CA 2006
Drawing on the Right Side of the Brain, Beginning and Advanced Course 2005, 2006
Drawing and Painting Courses – The Athenaeum, La Jolla, CA 2005-PRESENT
Drawing and Painting Courses – The Art League School, Torpedo Factory, Alexandria, VA 2003
Graphics Courses – The Art Institute of Washington, DC, Roslyn, VA 2003
Internet Technologies Courses – Westlake Internet Training, Washington, DC 2002
Edward Tufte's Course – Presenting Data and Information

MILITARY EXPERIENCE

Served in U.S. Army for three years, then in the Army National Guard, and the Army Reserve to fulfill obligation. Received Honorable Discharges. Earned Army Achievement Medal for building a database to control unit's training records. Illustrated unit's Standard Operating Procedures manual.