

# Jason W. Olson

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**Objective**                      **To obtain a full time, part-time, or internship position in the Computer Industry in the area of web page design and maintenance.**

**Experience**                      **1999-2000                      SUNY Brockport English Department                      Brockport, NY**

Web Master

- Initial HTML design and periodic web site updating/maintenance.
- Graphical design of web site logos.
- Creation and execution of web site advertising strategies.
- URL: <http://www.acs.brockport.edu/~english>

**1999-2000                      SUNY Brockport English Department                      Brockport, NY**

Computer Lab Help Desk-Attendant

- Answer/Tutor students with computer software related inquiries.
- Maintenance of computer equipment.
- Troubleshooting of software and hardware complications.

**1998-2000                      Brockport Writers Forum                      Brockport, NY**

Web Master

- Initial HTML design and periodic web site updating/maintenance.
- Graphical design of web site logos.
- Creation and execution of web site advertising strategies.
- URL: <http://www.acs.brockport.edu/~wforum>

**1998-2000                      State Street Press                      Brockport, NY**

Web Master

- Initial HTML design and periodic web site updating/maintenance.
- Graphical design of web site logos.
- Creation and execution of web site advertising strategies.
- URL: <http://www.litstreet.com/>

**1997                      Monroe Doctrine Student Newspaper                      Rochester, NY**

Web Master

- Initial HTML design and periodic web site updating/maintenance.
- Graphical design of web site logos.
- Creation and execution of web site advertising strategies.
- URL: Only available on backup disk.

## Education

### 1994-1996, 1997-2000 State University of New York at Brockport

- 125 Credits earned toward B.A. in English
- Creative writing specialty.
- May 2002 completion date.
- GPA 2.25.

### 1996-1997

### Monroe Community College

Brighton, NY

- 24 Credits Earned in English/ Fine Arts.
- Newspaper layout and writing experience obtained from being on the staff of the college student newspaper, Monroe Doctrine.
- Left college, in good academic standing, due to re-admittance to SUNY Brockport.
- GPA of 2.75

## Computer Skills

- Installation of Computer Hardware and Software

### Operating Systems Experience

- Mac OS 7.1, 8.x, 9.0
- Windows 95, 98, 98SE

### Internet & Web Design Knowledge

- *Web Browser Programs*
  - Netscape Navigator 2.x, 3.x, 4.x
  - Internet Explorer 3.x, 4.x, 5.x
- *Web Page – HTML Editing Software*
  - Macromedia Dreamweaver 1.0, 2.0, 3.0
  - Macromedia Dreamweaver UltraDev 1.0
  - Adobe PageMill 1.0, 2.0, 3.0
  - Microsoft Front Page 97, 2000
  - Windows Notepad
- *Programming Languages*
  - HTML 3.x, 4.x
  - Java & Java Script (implementing and some programming)
- *FTP Programs*
  - Fetch 3.0
  - FTP Explorer
  - FTP Voyager
  - Humming Bird Exceed
- *Related Software*
  - WinZip 6.x, 7.0
  - Real Slide Show 2.0

**Hardware Experience**

- HP Photograph Scanner (Flatbed)
- Iomega Zip Drive
- CD W and RW drive
- Digital Camera

**Print Layout Software**

- Adobe Pagemaker 5.x, 6.x
- Microsoft Publisher 97, 2000

**Graphic Editing Software**

- Adobe Photoshop 3.x, 3.0 LE, 4.x, 5.x
- Adobe Acrobat 4.0

**Word Processing/ Office Suite Software**

- Microsoft Word 97, 2000
- Corel Word Perfect 5.x, 6.x
- Microsoft Excel 97, 2000
- Microsoft PowerPoint 97, 2000

**Other Skills**

- 10 years of Customer Relations/Service Experience
- 5 years of Print Layout Experience (newsprint, advertisements, ect.)
- 4 Years of Web Page layout and Graphic Creation experience.