

Alexandria Dolezal

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*Web Multimedia Producer, Corporate Computer Trainer, Tech Support and Install Team Member
Experienced, Diverse Technical Skills, Good People Skills, Able to Travel*

Available for: *Web and Multimedia Design & Production, Computer Training, Sales and Marketing Presentations. Executive Computer Coaching, Project Team Computer Installations, Desktop Machine Configuration, Physical Setup, and Software Installation. Custom Training program development and implementation. Course and Reference Material Development. Website & Software Development QA and usability testing.*

Objective: To prepare printed, web, live, and video presentations that are easy to understand, persuasive, and fun for the intended audience. To make computers and websites easier to use. To insure that the best-laid plans don't fail to meet their objectives through poor implementation and follow-through in project rollouts.

Recent Experience: 2000-2001, Multimedia Web Producer, NBC5.com - NBC 5 Chicago's website

Web Design and Production using OMI Oracle-based content management system. Graphics design and production using Adobe Photoshop, Premiere, Illustrator, Image Ready, and Acrobat. HTML coding using BBedit and Acrophilia text editors. WYSIWYG editing using primarily Front Page, with some use of GoLive, SiteMill/PageMill, Dreamweaver and Flash. Produced & Designed Templates, Pages, Graphics, and HTML & Javascript coding for NBC5.com and NBC Intranet websites.

1991-2001, Information Technology Consultant, NBC TV Stations Division

Senior Training Consultant and Training Manager, Member of Planning, On-site Installation and Implementation Teams. Technical & Sales Support for NBC TV Stations Sales and Marketing Teams. Desktop Publishing, Web Publishing, News and Sales Systems, Station Operations, Digital Video and Animation Specialist.

Worked with a team of 7 people to oversee the planning, installation and implementation of new Macintosh and Windows NT Desktop Systems for 13 Television Stations and 12 National Sales Offices. Everything from basic office applications through Digital Video and Animation Workstations. Portable and desktop systems were connected to Novell networks, AS/400 and mainframe systems, DEC Vax based news systems, and internet, on-line, and remote access capabilities. Lived in 7 of the 13 locations for 2-3 months each, other locations for 2-4 weeks each, to install systems and conduct systems and application training for the computer users. Developed and implemented a plan for follow-up training return visits to the TV Stations in cities across the US. Developed Courses and worked with documentation supervisor to produce printed, on-line, CD-ROM, and web-based reference materials to supplement class examples for all Mac and Windows Operating System classes, and Microsoft Office, WordPerfect, and Adobe Graphics software classes.

Previous Experience: 1981-1992, Independent Training Consultant, New York City and Chicago

Developed and conducted custom training programs to accompany conversion to Macintosh-based publishing and presentation systems. Setup systems and conducted training on their use in various industries. Publication Directions, Businessland, Computer Factory, Microcomputer Publishing Center, Prentice Hall, Parade Magazine, Time and Sports Illustrated Magazines. Young & Rubicam, Ogilvy and Mather, SSCB Lintas, Advertising Club of New York, Misco Office Supplies Catalog Division, Merck, Pfizer, and Sterling Pharmaceuticals. Manhattan Theatre Club, Circle Rep Theatre. Productivity Point, Crawford and Associates, Businessland/JWP/Entex, Kraft.

1974-1986, Theatre, Music, & Arts Management Associate - New York City, Rockford, Illinois, and Eastern Iowa

Marketing, Audience & Financial Development, Box Office and Membership Administration; Choreography, Direction, Tech Production, and Student Supervision - Manhattan Theatre Club, Circle Rep Theatre, Alvin Ailey Dance Center, Joffrey Ballet Summer Residency at the University of Iowa, Phantom Regiment, Emerald Knights, and Colts Drum & Bugle Corps, Washington and other Community Theatres, Alburnett, Solon, and Mt. Vernon High School Music Departments, Mt. Vernon and Iowa City Parks and Recreation Depts.

Operating Systems: *Macintosh, Windows, and Dos.*

Software: *Quark Xpress, Adobe Photoshop, Illustrator, Premiere, After Effects, and Acrobat Microsoft Office for Windows, NT, and Macintosh. WordPerfect for Macintosh, Windows, and DOS. Filemaker, Aldus/Adobe Pagemaker and Persuasion. Macromedia Director, Freehand and SoundEdit. Fractal Painter. Avid Media Composer, Media 100, Electric Image, Framemaker for Next. On-line and Internet Access, Netscape, AOL, Compuserve Modem setup, troubleshooting, and TCP/IP Configuration.*

Recent Training Courses Completed:

- Supporting Windows NT 4.0 Core Technology 5-day class
- Administering Windows NT 4.0 Server 3-day class
- Overview of Microsoft Exchange Server 1-day class
- Internet World '95 Webmaster Training 3-day program

- NAB IEEE Pixels to Pictures: video imaging technology and compression
- Broadcast Designers Digital Technology 1-day Workshop
- Optimizing Web Graphics in Photoshop - 1-day class
- Advanced Production Techniques in Photoshop 2-day class
- Avid Media Composer 3-day Intro Class
- Avid Media Composer 2-day Follow-up Class
- Avid Media Composer 1-day special effects Class
- Seybold Seminars - New Publishing Technologies 3-day conference
- RACRMA - Marketing and Advertising New Developments
- Database and Client Server - Marketing on the Web 1-day seminar
- MacWorld Pro/Mactivity Conference for Corporate Mac Managers
- Avid News - 5-day - Avstar Workstation System Administrator
- Training 99 - 3 day Training Managers Conference, various presenters
- Aquent/Lynda.com - 2001 Web Design Optimization Best Practices
- Best Buy/Microsoft - Preparation for Windows XP Retail Rollout
- Apple Computer - Mac Os X Server