



## **JAMES A. TUZENEU**

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A highly qualified and motivated IT graduate / Web and Graphic Design Freelancer with extensive programming and troubleshooting skills

### **Summary of Qualifications**

- Web Design Specialist Certification, Ocean County College.
- College graduate holding Associates Degree in Computer Information Systems.
- Microsoft Certified Professional and certified in Visual Basic 6.0
- Exceptional focus and follow-through abilities, with record of efficiency and productivity.
- Excellent troubleshooting, debugging and problem-solving skills.
- Work effectively with colleagues at all levels.
- A committed team player, with extensive organizational and interpersonal skills.
- Highly adaptable and trainable; fast learner.

### **Computer Skills**

Web Processing Programs: PHP-Hypertext Preprocessor

Programming Languages: Visual Basic, Visual Basic.NET, C/C++, Java, VBA,  
SQL, HTML, XML, RPG, COBOL, FORTRAN

Operating Systems: AS/400, Windows 9x/2000/XP

Software Applications: Microsoft Word, Microsoft Excel, Microsoft Access, Word Perfect, Lotus,  
Adobe Dreamweaver, Adobe Photoshop, Adobe Illustrator, Adobe Flash,  
ChessMaster

### **Education**

Ocean County College, Toms River, NJ

Web Design Specialist Certification, December, 2011

- ✚ Training in the Adobe Creative Suite 5.5 for web design specialists.
- ✚ Mastered Techniques in Photoshop, Flash, Illustrator, Dreamweaver, HTML, and CSS.
- ✚ Featured project included a 22 page web site using Flash movies and enhanced techniques of Photoshop and Illustrator put together in Dreamweaver and organized into a portfolio with Adobe Acrobat Professional.

Monmouth University, Eatontown, NJ

B.S. Elementary Education

Kalamazoo Valley Community College, MI

A.S. Computer Information Systems with Honors

## TECHNICAL EMPLOYMENT EXPERIENCE

Freelance

2011-Present

### Jim's Creative Web Design

Barnegat, NJ

- Specializing in Family Websites
- Plan, design, and develop websites based on consultation with client.
- Knowledgeable in all aspects of web design including planning, interactive design, search engine placement, social networking, e-commerce, database development and mobile design.

Freelance Projects:

#### Sarah's Hope and Foundation-2012

- Tasked by organization's founder to create individual and corporate donation pages for non-profit charity founded in the aftermath of Hurricane Irene.
- Completed test page for individual donations collecting the data into a small flat file.
- Developed pledge page that accepts pledges incorporating password protected privacy technology.

#### Polite Persistence

- Appointed Lead Graphic Designer for "Polite Persistence-The Fastest and Easiest Way to Follow-up" initiative of [Prime Produce](#), New York City 501(c)3 not-for-profit founded in 2007.
- Consulted on creatively designing the look and feel of new website.
- Joined team of six IT professionals each assigned task within workstream working group.

Computer Operator

2004 – 2007

VNU Business Media

Lakewood, NJ

- Executed and monitored scheduled jobs and reports for IBM AS/400 & HP system.
- Performed daily operations backups on both the AS/400 and HP systems.
- Generated daily reports utilizing MS Excel.
- Excel VBA programmer, creating macros to process and format a total of 250+ reports.
- Reduced month end processing over 50% from 4 staff in 5 days to 2 staff in 2 days.
- Created forms to enable the selection of reports to be formatted.
- Programmed error checking routines to detect if name of macro was spelled correctly.
- Macro designs on formatting and general data readability for end user presentations.

Programming Intern

1999 – 2000

The Johnson Corporation

Three Rivers, MI

- Worked directly with VP of Research & Development (R&D).
- Helped Sales personnel to input up to 5 data sets accurately.
- Worked to rapidly process vast amounts of complex scientific data on site for manufacturers.
- Application programmer developing, and implementing a standalone, Visual Basic 5.0 application.
- Developed validity checking for 10 different pressure, temperature, and flow conditions.
- Designed series of Error Message displays, 10 types of pressure, temperature and flow labels.
- Implemented a comprehensive report generation and printing function.
- Significantly reduced time required to calculate raw data & streamlined storage of technical data.

## GENERAL EMPLOYMENT EXPERIENCE

- Custodian** 2012 to PRESENT  
St. Mary's Church, Manahawkin, NJ
- Manage all aspects of cleaning and maintaining church building.
  - Provide general maintenance and custodial work as needed.
- Bank Teller** 2008 to 2012  
TD Bank, Manahawkin, NJ
- Accurate data entry of account numbers, checking, and savings transaction details.
  - Explored user interface from the user perspective to discover the design assets and liabilities.
- Groundskeeper** 2007 to PRESENT  
All Saints Regional Catholic School, Manahawkin, NJ
- Independently work to keep school grounds manicured, clean and safe.
  - Provide general maintenance and custodial work as needed.
- Team Captain** 2001– 2004  
Merry Maids, Farmingdale, NJ
- Lead multi-person teams in performing at or above franchise standards.
  - Part time, while attending technical school.
- Bakery Sales Clerk** 1997 – April 2001  
Meijer, Inc. Portage, MI
- Part time, while attending college.