

Derek Kleckner

Objective

Position in user interface design and front end web development.

Skills

Mark-up

- HTML 4.01
- XHTML 1.0
- CSS 1 & 2
- XML

Guidelines

- WCAG 1.0
- Section 508

Scripting

- JavaScript
- PHP (some)

Programming

- QuickBasic
- Assembler

Applications

- PhotoShop CS
- Acrobat 7.0
- Dreamweaver MX
- Fireworks MX
- FrontPage 2003
- MS Office suite
- Lyris (list serve)

Operating Systems

- Windows XP/2000/NT
- Windows 95/98
- Mac OSX (for testing)

Experience

Sept. 2001 – present *Premier, Inc.* Oak Brook, IL

Web Specialist, Safety Institute / Web content management team

- Code, maintain and update web page template library and cascading style sheet (CSS) files.
- Conduct usability analysis and tests on current and proposed web designs.
- Participate in selection and implementation of web content management system (CMS).
- Update and maintain web site consisting of thousands of pages of web and downloadable content.
- Track, analyze and report on web site user trends and traffic.
- Edit web content and coordinate its delivery to internal customers.
- Generate, send and track monthly HTML and plain-text newsletter to 40,000+ subscribers.
- Represent Safety Institute and market the web site at various industry events and conferences.
- Participate in corporate web strategy governing group.

Jan. 2000 – Aug. 2001 *Premier, Inc.* Oak Brook, IL

Coordinator, Innovation Institute and Safety Institute

- Maintain departmental databases and electronic files.
- Coordinate special direct mail and conference exhibit projects.
- Act as liaison with upper management and other departments.

Sept. 2000 – Jan. 2001 *Bloomington Public Library* Bloomington, IL

Circulation/Technical Services Clerk II

- Check in/out library materials.
- Register new patrons, issue and renew library cards.
- Collect fees and overdue fines.
- Perform several technical service functions.

Derek Kleckner

Jan. 2000 – Aug. 2001 *Starbucks Coffee* Bloomingdale, IL
Shift Supervisor (part-time)

- Manage store during shift and initiate action to improve operations.
- Responsible for all transactions made during shift.
- Count and record safe/till funds, change orders, deposits.
- Attend management skills classes on an ongoing basis.
- Coordinate coaching programs and foster a team environment.

Nov. 1999 – Jan. 2000 *Starbucks Coffee* Bloomingdale, IL
Barista (part-time)

- Share coffee knowledge with partners and customers.
- Ring and fill customer beverage and bean orders.
- Provide excellent customer service.

June 1997 – Sept. 2000 *The Field Museum* Chicago, IL
Library Assistant, Circulation/Collection Maintenance

- Manage circulation data.
- Staff Reading Room: Page books. Answer reference calls and questions.
- Assist museum staff and visitors using the Library catalog and collections.
- Assist Head Librarian with rare book and map collection as needed.

Education

- | | | |
|-------------|--|----------------|
| 2005 – 2006 | Human Factors International | Fairfield, IA |
| | • Certified Usability Analyst (CUA). | |
| 2000 - 2002 | College of DuPage | Glen Ellyn, IL |
| | • Certified Web Technician. | |
| 1989 - 1993 | University of Illinois at Chicago | Chicago, IL |
| | • B.A., History of Architecture and Art. | |

References

Available upon request.