

CV: STEVEN D ROWE

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> PROFILE

SUMMARY

Experienced and conscientious web designer and trainer. Experienced in developing and maintaining high quality web sites for the internet and intranets for a variety of organizations i.e. government, non-profits, television programs, retail, including eCommerce, eLearning etc.

Experience with complete training cycle including management, needs analysis, writing and delivery of courses, eLearning and post course assessment. Authored and delivered courses in advanced MS Office Professional, Macromedia Suite, HTML and many others.

Other IT experience includes project management, programming, contract management, and IT support/help desk.

SKILLS

- **INFORMATION TECHNOLOGY**
 - Web Design: Dreamweaver, Hot Metal, Front Page, Flash MX (trained to Intermediate level)
 - Web Technologies: HTML, SHTML, DHTML, CSS, CGI, JavaScript, and some XML, WAP, etc
 - Programming: Visual Basic at Advanced level, Java at Intermediate level, C++ at Advanced level, SQL at Intermediate level
 - Office Suites: MS Office 4.3, 97, 2000, XP Professional, 2003 Professional including Access, Publisher
 - Project Management software including PRINCE and MS Project
 - Browsers: Internet Explorer, Netscape, Opera, Mosaic, Firefox etc
 - OS: DOS, Windows 3.1/3.11, 95/98 ME, 2000, XP and NT4, MAC OS up to/inc. version X
 - Databases: Access, FileMaker Pro, Visual Basic Database connectivity
 - Graphics: Photoshop, Illustrator, Fireworks, Corel Draw, Freehand, Visio and Paint Shop Pro
 - Internet: FTP, Gopher, Telnet etc.
 - Hardware (attended various courses)
- **OTHER SKILLS**
 - Project Management, Management, Contract Management, Help Desk, Web Designer, Database Designer, Community Leader
 - Line Manager
 - Languages: Mandarin Chinese (introductory level), French (introductory level)
 - Typing Skills: up to 80wpm

EDUCATION AND QUALIFICATIONS

June 2001 to July 2004: Community College of Denver, Colorado USA

Achieved: Associate Degree in Computer Programming

Studied:	<ul style="list-style-type: none">• C++ to Advanced Level• Visual Basic to Advanced Level• Visual Basic Databases• Java to Intermediate Level• SQL• Web Design• Networking• Hardware• Databases (Advanced)	<ul style="list-style-type: none">• Internet Technologies• Operating Systems• Algebra• Technical Writing• Chinese (Mandarin)• Public Speaking• Psychology• Small Business Management• Statistics
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1994: London Chamber of Commerce - Achieved: Level III Certificates in Marketing, Advertising and Public Relations

1973 to 1978: Hall Mead High School - Achieved: GCSE English, CSE Mathematics, Physics, Chemistry

Training Courses: MS Office, MS Project, MS Access, MS Front Page, Computer Maintenance, PRINCE Project Management, Macromedia Suite, Adobe Suite, Mentoring, Leadership, Public Speaking, Diversity and many others.

> EMPLOYMENT HISTORY: PAID POSITIONS

Jun 2005 to Jul 2005: University College London

Web Designer

Assist in the migration of the school's old website to new corporate design in Dreamweaver including working with templates, cascading style sheets, server side includes and html. Updating website with information from the new prospectus.

Assignments gained through my US based company, project Management, design and maintenance of websites for:

- Hamsa Publications (Jewish Storyteller)
- Office of Health Disparities, Denver (re-create website for Colorado based local government body)
- Colorado Minority Health Forum (Denver Public Health Department)
- The Gift House (eCommerce – gift store in Lakewood, Colorado)
- Willow Springs Soap Company (eCommerce – homemade soap company)
- Magic Ceilings (Unique ceiling designs)
- Q-City, Denver Public Health Department (Men's wellness)

Dec 2004 to Jan 2005: Haringey Council**Project Officer**

Temporary assignment working for the Childcare Information Services to 1) assist in the migration of data from Microsoft Access to a Centura based database, 2) input data from various paper resources which included human eye validation and checking, 3) some general office assistance.

Aug 1993 to Oct 2004: Home Office**Various**

Various assignment including:

eLearning and Intranet Manager (from 2000)

- Project manager for large eLearning intranet site for the training department which was subsequently rolled out across 30 other government departments.
- Manage up to 15 project team members to bring together the online courses, administrative functions and functionality of the site.
- Met with departmental representatives to determine their training needs for online course delivery.
- Wrote many of the courses and all the web pages.
- Manager of the intranet team with three members of staff. Developed other high profile intranet sites for the office.
- Worked with programmers to write non-ActiveX scripts for online courses, and liaised with IT outsourcing provider for network resilience testing.

Trainer (from 1997)

- Involved in the full training process; needs analysis, pre-course questionnaires, writing and delivering courses, post course assessment, and administration.
- Regular meetings with departmental managers to determine training needs through examination of business goals, local training strategy and core competencies of staff roles. Recommended and wrote training programs to meet those needs.
- Delivered very successful courses to Advanced level in the classroom, one to one, and in a Distance Learning Center (lab). Training provided to 15,000 customers across 50 departments up to and including Secretary of State level.
- Training courses included MS Office, Databases i.e. Access/Filemaker, HTML, Front Page, Dreamweaver among many others. Also assisted in delivering Soft Skills training including Website Project Management, Presentation Skills, and Diversity.
- Assess post course feedback to improve the training department functions and met with departmental clients to agree plans to take this forward.
- Work on departmental projects as an adviser to input where training can be identified to help bring them to a successful conclusion.
- Design databases for departments (training administration, file tracking etc) and deliver training on its use.

Contracts Manager and IT Support/Help Desk (from 1995)

- Assisted in the management of a £15m Computer outsourcing contract.
- Information Systems Support, Strategy, Contract Management and Procurement;
- Wrote outsourcing contract specifications and Best Practice manuals.
- Trained information system specialists across a large organization.
- Assist in the development of an Intelligent Customer Program to support the contract and promulgated policy and best practice.
- Provided first line of support IT Help Desk up to 90 users, including training and advising department on its IT strategy and procurement.

Data Collection Manager

- Managed a Database including the collection and publication of data of criminal offenders.
- Assisted in the publication of statistical data collected
- Organized regular meetings with 55 probation areas and managed 4 staff

Jan 1998 to Dec 2000: 2Be3 – French Boyband**Webmaster**

Project managed, designed, authored, implemented and maintained internet site for band's launch into English speaking market including US, Canada and UK.

Jul 1992 to Aug 1993: Freelance Positions**Various**

- International Business Communications - Training Course Marketing
Organized and sold a range of conference and training courses to the private and public sector.
- Barclays Bank and Nat West Bank
Assist in setting up and managing their credit scoring systems.

May 1986 to Jul 1992: Central Office of Information**Various**

Research role in a Media Library worked for TV and Radio Producers, gathered information on Britain for promotion overseas. Within the Radio, Exhibitions and Photographs Unit organized public service radio broadcasts, prepared Exhibition stands at various trade shows and assisted photographic researchers.

Sep 1978 to May 1986: Foreign Office**Various**

- Events Coordinator
Organized and attended Dinners, Luncheons, Receptions and Theater Suppers for Government Ministers and the Prime Minister and visiting Foreign Ministers including Heads of State. Numerous functions were in the presence of the Royal Family.
- Press Office Assistant
Organized photo opportunities between the Press and Foreign Office Ministers, organized Press Conferences, provided press facilities at special events such as State Visits.

> EMPLOYMENT HISTORY: VOLUNTARY POSITIONS**Jun 2001 to Present: Miscellaneous****Web Designer**

Project Management, design and maintenance of websites including:

- GLBTSS Auraria Campus, Denver
- Q-City (Denver Health Dept.)
Plus many others

May 2002 to Present: Immigration Equality**Director, Denver Chapter**

Immigration Equality is a US 501(3)(c) non-profit organization which provides support to individuals and couples facing discrimination within US immigration law due to their sexuality or HIV status. As Director organize monthly support group meetings for individuals and couples including legal clinics with local attorneys. Educate legislators, organizations, companies, the media, attorneys, and members of the public on the purpose of Immigration Equality and the proposed Permanent Partners Immigration Act through speaking engagements and presentations. Perform fundraising for the organization. Produce publicity material for distribution throughout Colorado i.e. posters, leaflets, website etc.

Jun 2001 to May 2004: Metro State College, Denver**Web Designer/Database Developer**

For the LGBT Student Services on the Auraria Campus for 3 colleges I created and maintained a large Access database to record the office's contact with student, faculty and alumni. Designed a website to promote the office. Helped update the office's software strategy through upgrading, efficiency savings. Helped organize various school events. Trained staff to update the website.

Jun 2001 to May 2004: Community College of Denver**Various**

- Worked for the Disability Resource Office. Provided teaching assistance to partially sighted students including note-taking and after class tuition
- Delivered a Business Communications Skills course in a classroom based environment
- Provided ad-hoc IT Training (Office, VB etc) to struggling students
- Designed a website promoting the campus International Student Office

Dec 1997: Emily Griffith Opportunity School, Denver**IT Trainer**

Designed and delivered Microsoft Office 97 course to staff at this vocational school.

> **OTHER**

INTERESTS

Computers including designing Web Pages, sci-fi, collecting US comics, cooking and travel. Have volunteered for a number of organizations.

AVAILABILITY

Available for immediate start.

REFERENCES

Available upon request.