JOSEPH JARAMILLO

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WORK EXPERIENCE:

909 Design, Rolling Hills Estates, CA
SELF-EMPLOYED TECHNOLOGY CONSULTANT   *MARCH 2003 – PRESENT*
- Designed and developed small business and non-profit websites. Partial list of clients: KSPC 88.7 FM, Prem Reddy, MD, Chino Valley USD, Lake Elsinore USD, CTeWriter, The Village @ Indian Hill and Peninsula Community Church.
- Produced and shared online training videos and press releases for CTeWriter using WordPress, Facebook, Twitter and Flickr.
- Provided computer and network technical support for South Bay Environmental Services Center.
- Provided web development and social media consultation for Charles Seward Agency.
- Provided volunteer social media consultation for The City of Torrance's Centennial Celebration.

Davis Laboratories, Brea, CA
SYSTEM ADMINISTRATOR   *MAY 2008 – PRESENT*
- Managed multi-platform hardware and software systems, including LAN, VPN, VoIP and video surveillance equipment.
- Designed and managed WordPress CMS website, Twitter and Facebook pages.
- Authored and designed company related newsletters, press releases, logos, surveys and promotional flyers.
- Provided staff development related to office productivity applications on PC and Mac systems.

Valley Academies Foundation, Pomona, CA
BOOKKEEPER/TECHNOLOGY CONSULTANT   *JULY 2003 – APRIL 2008*
- Provided bookkeeping services using QuickBooks Pro for Valley Academies Foundation (VAF) and La Voz Newspaper.
- Provided grant writing and program evaluation services for Pomona USD. Duties included: authoring and editing state and federally funded grant applications, administering district-wide assessments, and preparing reports to submit to the CA Department of Education.
- Designed and developed CMS websites for Pomona USD, VAF and La Voz Newspaper using WordPress, NovusCMS and TypePad.

Spectrum Communications, Inc., Corona, CA
WEBMASTER/IT SUPPORT STAFF   *SEPTEMBER 2001 – MARCH 2003*
- Provided company-wide support of network and database systems.
- Provided staff development related to office productivity software.
- Designed, developed and maintained corporate and business partner websites.

MeshworX, Inc., Corona, CA
DIRECTOR, RESEARCH & EVALUATION   *SEPTEMBER 2000 – SEPTEMBER 2001*
- Supported the collection of necessary data to implement MeshworX business and marketing plans.
- Staffed tradeshow booths and presented at technology and K-12 education conferences.
- Designed nation-wide, full-page advertisement of MeshworX services [featured in eSchool News (12/00-1/01)].
- Created comprehensive five-year technology plan for a Los Angeles charter school, L.A. Leadership Academy.
- Assisted in estimation and project management of E-Rate subsidized technology services for L.A. Leadership Academy.

Pomona Unified School District, Pomona, CA
TECHNOLOGY SPECIALIST / ROP INSTRUCTOR   *JANUARY 1999 – AUGUST 2000*
- Developed professional development curriculum and taught district technology standards to credentialed and classified staff.
- Provided district-wide technical support for all district adopted software and hardware.
- Recommended and purchased hardware and software for departments and school sites.
- Developed and maintained FileMaker Pro tracking system database for the Pomona USD Personnel Department.

EDUCATION:

Brown University, Providence, RI. Attended July 1995 - June 1997. Emphasis on Political Theory and Race/Ethnic Minority Relations.
Baylor University, Waco, TX. Master of Arts in Sociology, May 1997. Emphasis on Political Theory, Methodology and Race/Ethnic Minority Relations. Thesis: "Low Voter Turnout Among Hispanics: A Discriminant Function Analysis of Political Participation."
Pomona College, Claremont, CA. Bachelor of Arts in Sociology, May 1992. Emphasis on Chicano Studies and the Sociology of Religion. Thesis: "The Effects of Liberation Theology Among Chicanos in the United States."

SKILLS:

Proficient knowledge of Windows 7 and Macintosh OSX, OSX Server, Adobe Dreamweaver CS5, Adobe Photoshop CS5, MS Office 2010, Apple iWork, Google Docs, Google AdWords, QuickBooks Online Plus, FileMaker Pro, TypePad, WordPress 3.3.1, BuddyPress, Snapz Pro, Roxio Toast, Flickr, FreshBooks, Get Satisfaction, Eventbrite, MailChimp, Wufoo, Posterous, Tumblr, and various monitoring software programs such as Sendible, Radian6, HootSuite and Raven Tools. Working knowledge of MySQL, PHP, CSS, JavaScript, Adobe InDesign CS5, and Adobe Flash CS5.