

Richard Matthew Martyniak II
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OBJECTIVE

A permanent part-time to full-time position in the Multimedia Development/IS/IT community where my interests, aptitudes and extensive problem solving and management experience can be utilized and challenged to their fullest potential.

EDUCATION

University of Florida

Gainesville, Florida 32611 1997-current

- ENTOMOLOGY MAJOR: BACHELOR OF SCIENCE DEGREE EXPECTED DECEMBER 2001
- GRADUATE ENTOMOLOGY MS PROGRAM START EXPECTED SPRING 2002

Florida Community College at Jacksonville

Jacksonville, Florida 32205 1995-1997

- ASSOCIATES OF ARTS DEGREE AWARDED AUGUST 1997
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WORK EXPERIENCE

University of Florida, Plant Pathology Department

Gainesville, Florida 32611 2001-current

Developer, Multimedia (part-time)

Duties: Develop multimedia based course materials, distance learning conversions, maintain microcomputers

Say Something Studios, Inc.

Orange Park, Florida 32073 1996-2000

IS Manager / Lead Web Developer

Duties: Webmaster-Internal & customer sites, Web site development, Web Server installs & management, Computer Systems & Network installation & maintenance, Photographer, Videographer & Editor, Bookkeeping. Subject Matter Expert-Science/Computer.

Horizons Unlimited 2000, Inc.

Charleston, SC 29423 2000-current

Instructor – Web Development

Duties: Develop and deliver coursework, present on site seminar classes to Air Force communication squadrons. Provide post class electronic support to students as necessary.

Florida Community College at Jacksonville

Jacksonville, Florida 32205 1996-1998

Microcomputer Specialist I

Duties: Maintain multiple OS microcomputers in an institutional environment. Coordinate and implement technical support for staff & faculty. Work in conjunction with LAN/WAN personnel to install and maintain network wiring and hardware. Assist student aides in help-desk procedures. Design and implement student served educational multimedia systems.

Golf Car Masters, Inc.

Orange Park, Florida 32703 1982-1994

General Manager / Owner

Duties: Supervise Administrative, Operations and Sales staff of a golf car dealership. Negotiate agreements with vendors, customers and co-owners.

SKILL AREAS

Technical

- DOS-Windows-Macintosh Software: Macromedia Director/Dreamweaver, Apple Quicktime VR, Adobe Photoshop/Image Ready, Illustrator & Premiere. Scripting, Database & Spreadsheet programs, Server Software. Can adapt quickly to any software package.
- Extensive technical experience with use and repair of wide variety of microcomputer & network systems, electronic testing devices.
- Demonstrates proficiency with laboratory equipment including: gas chromatography, rotary evaporation, extraction & distillation apparatus

Management

- Supervision of Administrative, Operational & Marketing personnel
- Designed & implemented a quality based training program that resulted in significantly improved company wide efficiency.

Human Relations and Communications

- Developing and maintaining relationships with vendors, customers and staff
 - Written and oral communications are clear and concise
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ACTIVITIES

Extended Studies Program – FCCJ

Amazon Center for Environmental & Educational Research- IQUITOS PERU 1996

University of Central Florida/FCCJ

Medicinal Plant extraction research – 1996-1997

Hobbies & Interests:

PADI & NASE advanced SCUBA certified, DAN Oxygen Instructor, Boating, Fishing, Organic gardening, International cooking, Travel.

SUMMARY OF QUALIFICATIONS

I am an intelligent , hard working, goal oriented individual with over 10 years of small business management and ownership experience. Strengths include: defining problems & goals, developing alternatives and implementing solutions. Detail oriented, results driven, self-motivated and creative with excellent interpersonal and team building skills. Skilled at communication and organization necessary to get the job done.

REFERENCES AVAILABLE ON REQUEST