

WILLIAM (Bill) SLEVIN
10875 N.W. 40th Street • Coral Springs, FL 33065
(954) 707-1155
bill@billslevin.com

OBJECTIVE: To obtain a Technical IT career offering challenges and future growth, where my current skills, creativity, and past experiences will prove to be both beneficial and promotable.

EXPERIENCE:

06/04 – Present

PC SYSTEM SETUP & REPAIR \ WEB DESIGNER \ PRINT DESIGNER
Visual Magic Inc. Coral Springs, FL

- Installation and support for windows and Microsoft based software
- Onsite and offsite computer repair, setup and installation.
- Phone and remote customer support
- Virus and spyware removal
- Network Consulting, setup, and installation.
- Good Knowledge of Most software packages.
- Graphic Design for Web Sites
- Full HTML programming for all Custom websites
- Graphic Design for Marketing – Web Banners and Web Ads
- Installation and setup of predesigned scripts, like CMS, Forums, Chatrooms, blogs, etc..
- Minor alterations in an environment utilizing PHP & MySQL
- Print Design for all types of material from logos to business cards to Trade Show Exhibits.
- Setup, installation, and maintaining all Linux based Web Servers Utilizing Cpanel for all customers

08/99 – 06/04
(Company Closed)

PC TECH \ SYSTEMS ADMIN \ LEAD WEB DESIGNER
Internet Solutions / NetVision Worldwide Hallandale, FL

- Maintained ALL network functions, including setup, installation, repair of all computers on our Network.
- Trained and supported users on all hardware and software within the company.
- Responsible for virus and spyware removal and prevention.
- Full HTML programming for all customer sites
- Full Graphic Design of all sites
- Design of graphic banners and ads
- Installation and setup of predesigned scripts, like CMS, Forums, Chatrooms, blogs, etc..
- Some minor multimedia work utilizing flash
- Minor alterations in an environment utilizing Cold Fusion & PHP
- Print work for logos, business cards, and all other types of print and marketing material for our company and all of our clients.
- Setup, installation, and maintaining all Linux based Web Servers Utilizing Cpanel
- Developed and deployed web marketing plans for numerous sites

06/99 – 08/99

PRODUCTION MANAGER \ LEAD WEB DESIGNER \ PC TECH

(Company Closed)

Bidnow.com

Boca Raton, FL

Manager and Lead Web Designer in charge of the production team that was composed of 10 employees ranging from Html programmers, Graphic Designers, and Programmers. In charge of conceptualizing and designing all aspects of the Bidnow site and assigning the projects to our team..

Designed and deployed our full marketing plan.

- New site conceptualization, design and layout
- Full-site creation and design of HTML code and graphics
- Full design of graphic banners and ads
- All marketing of the site
- Also was responsible for all hardware and software support for computers, printers, and all other peripherals for the entire company.

01/99 – 6/99

WEB DESIGNER \ GRAPHIC DESIGNER

(Promoted to Bidnow.com)

Virtacon

Boca Raton, FL

- New site conceptualization, design and layout
- Full-site creation and design of HTML code, graphics, and some scripts
- Strong knowledge of HTML and the Internet
- Some knowledge of Cold Fusion, JavaScript, PHP
- Design of graphic banners and ads
- Some minor multimedia work utilizing flash

10/93 – 8/98

IT MANAGER \ SYSTEM ADMINISTRATOR \ WEBMASTER

(Company Closed)

Rodman & Renshaw, Inc.

New York, NY

In charge of the installation, repair and support of all computer related equipment and software for 500+ employees at our New York and Boston offices. Responsible for the creation and maintenance of Intranet and Internet sites.

Duties include:

- The design and creation of the company's First Intranet and Internet Web pages
- Installation of all hardware and software and the technical repair of PC systems, laptops, and printers
- Full Phone and remote support of all employees and clients
- Upgrading and configuring PC systems
- Trained Users on all PC hardware and software within the two offices.
- Daily back-ups of servers
- The support of Novell and Windows NT servers
- Support of workstations using Windows 3.1, 3.11, WFW, Win 95 and NT 4.0
- Software support includes:
Microsoft Office up to 7.0, Corel Draw up to 7.0, ACT 2.0, Front Page 98, Publisher 98, Visio up to 4.0 and McAfee and Norton virus software
- Daily maintenance of recording equipment and security systems

- Support of NT Meridian phones including voice mail systems
- The determination and authorization of upgrades of systems and software
- Support for all software including outside vendor software.
(Some vendors include ILX, Bloomberg, Bridge, Instinet, First Call, Zacks, Xpedite, Telerate, and OneSource.)
- Support of all fax machines and copiers, and
- The placement of all service calls including direct contacts with vendors.

9/91 - 10/93

(Company Relocated)

JUNIOR SYSTEMS ADMINISTRATOR \ HELP DESK \ TECHNICIAN
Consolidated Westway New York, NY

Duties include:

- Installation of all hardware and software and the technical repair of Sun, PC systems, laptops, and printers,
- The upgrade and configuration of PC and Unix systems,
- Daily back-ups of servers, and
- User support for all hardware and software for Sun, Unix and PC systems.
- Software support included:
Unix: Slate, Word Perfect 5.1, Lotus, Effix, Sunpc, Sun-Nfs, Wingz, Excel, and Word
PC: Word Perfect up to 6.0, Lotus up to 3.4, Word up to 5.0, Excel up to 5.0, Windows up to 3.1, DOS up to 6.22, Corel Draw 5.0, and Ventura 5.0
- Support for Sun 4/490 servers, Ethernet/Twisted Pair/10BASET Network for Unix and DOS systems,
- Support for other systems and equipment included: Reuters, Graphnet, Knight Ridder, CQG, Future Source, Optionomics, British Telecom, Northern Telecom, RLX, and ILX,
- In charge of phone systems, copiers, fax room, all other technical equipment and the purchasing of all hardware, software, system supplies, including computers, programs, copiers, phones, and portable equipment,
- The creation of trading portfolios and other desktop publishing projects.

EDUCATION:

1993-1997

MASTERING COMPUTERS, INC. - New York, NY
Yearly Windows Seminar

1991

FAIRLEIGH DICKINSON UNIVERSITY - Teaneck, NJ
Undergraduate Studies

10/90-8/91

DOVER BUSINESS COLLEGE - Paramus, NJ
Diploma: Electronic Technology and Computer Repair

8/89-6/90

BERGEN COMMUNITY COLLEGE - Paramus, NJ
Major: Computer Science