

Ernesto B. Ruiz

8810 S.W. 36 St, Miami, FL 33165

Cell: 305.975.3595

ernesto@ernestoruiz.net

OBJECTIVE: To bring to your organization enthusiasm, responsibility, and good work ethic, combined with a desire to utilize my skills obtained through experience in the areas of Web Design and Information Technology.

EDUCATION:

Bachelor of Science in Web Design and Multimedia, March 2003

The Art Institute of Fort Lauderdale,

Fort Lauderdale, Florida

TECHNICAL SKILLS:

Programming

- ASP.Net, Microsoft Access and Microsoft SQL used to develop custom web applications
- PHP with MySQL used for the development of small Content Management Systems
- C # and Visual Basic.Net utilized for Windows and Web applications
- Java Script used to validate custom web forms and to make AJAX calls from ASP.NET
- Adobe Flash used to design and create web sites, and CD-Rom presentations with Action Script

Hardware

- Hands on PC Assembly, Repair, Deployment and Troubleshooting
- Network Configuration, Maintenance and Management
- Build, Troubleshoot, Repair and Deploy PCs
- Upgrade and troubleshoot motherboards, processors, and system memory
- Create and manage files and directories, and change file attributes
- Basic disk management procedures
- Networking Standards and Network Trouble Shooting

Software

- Adobe Photoshop, Illustrator, Premiere, Dreamweaver, Flash, Fireworks
- Swish
- Microsoft Visual Studio.Net
- Microsoft Word, Excel, Outlook
- Microsoft SQL Server and Microsoft Access
- MySQL
- Operating Systems DOS, Win95/98, Windows NT 4.0 Workstation, Server and Mac OS9, OSX
- Managing and Administering IIS 6.0 and MS SQL 2000 server
- Implementing and Conducting Administration of Resources
- Network Configuration, Maintenance and Management

Ernesto B. Ruiz (continued)

EXPERIENCE

University of Miami – Coral Gables, Florida

Systems Analyst, January 2004 – Present

- **Administrative**
 - Responsible for assisting in the management of the information system needs for the Division of Student Affairs
 - Maintain documentation of hardware and software
 - Serve as the liaison to University of Miami Information Technology and Department of Telecommunications
 - Advise Student Affairs Departments in making technological decisions
 - Assess effectiveness of technology solutions
 - Ability to work in a Problem Management/Help Desk Environment
 - Recruit, train and supervise student staff
 - Supervise contract workers working in-house and off-site
 - Provide training and support for other divisional IT staff
- **Design & Technical**
 - Design interactive Flash and HTML Banners
 - Design flyer, web banners, and marketing material for career fairs
 - Development of Flash presentation for staff training and support
 - Creation and development of new intranet web applications with ASP.net and Microsoft SQL Server
 - Responsible for the maintenance, design and implementation of all departmental website for the division
 - Responsible for implementation, development, and maintenance of technical solutions: including web and windows application, databases, reporting tools, and registration systems.
 - Develop and maintain several database systems, such as Family Weekend, Great Start, Career Event Registration and the Student Affairs payment system
 - Manage and maintain MS SQL and Web servers (Internet Information Services, IIS)
 - Provide support for end user computers and running Windows and other applications
 - Handle printer issues for end users
 - Creation and management of files and directories, and file attributes
 - Implementation of computer set-ups
 - Upgrade software for departments
- **Skills**
 - MS Word, Ms Outlook, MS Excel, MS Access MS Visual Studio, Adobe Photoshop, Illustrator, Premiere, Fireworks, Flash and Dreamweaver, accompanied by HTML, Java Script, ASP.NET, MS SQL and MySql for web and windows applications.

Ernesto B. Ruiz (continued)

Creative Ideas – Miami, Florida

Web Designer/Network Administrator, January 2002 – January 2004

- **Design**

- Designed newspaper ads for use in marketing materials
- Created and developed web sites for clients
- Created interactive e-cards used for marketing purposes
- Designed brochures
- Developed web applications in ASP.NET and PHP
- Created and developed multimedia CD-Rom presentations using Adobe Flash

- **Technical**

- Repaired and deployed servers and workstations
Created and managed files and directories, and changed file attributes
- Responsible for basic disk procedures on servers and workstations
- Managed and installed several platforms such as Windows 2000 Server, Windows 2000 Pro, and Mac OS9, Mac OSX Operating Systems
Managed and Administered Windows 2000 Network
- Managed and maintain MS SQL and Web servers (Internet Information Services, IIS)

- **Software Used**

- Adobe Photoshop, Illustrator, Premiere, Fireworks, Flash, Dreamweaver, Cleaner, and Swish, accompanied by HTML, Java Script, ASP, PHP and MySql for web applications.

Radio Shack – Miami, Florida

Assistant Manager/Sales Representative, January 1999 – December 2002

Responsible for sales/customer service activities

Assisted customers with needs

Offered assistance with equipment for customers' home or office

Assisted store manager with paper work and merchandise data entry

Supervised and trained new employees

Responsible for opening and closing store

LICENSURE/CERTIFICATION:

University of Miami - Microsoft Certified Professional Developer (MCPD) for Microsoft .NET (Training)

Fast Train - Microsoft Certified Professional (Certification)

Fast Train - CompTIA A+ Certified Service Technician (Certification)

LANGUAGES: Spanish