

Raeleen M. DeBuhr – Resume

Contact Information:

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Goal

Objective:

Multifaceted, highly motivated and driven Professional seeks a position with an organization that can benefit from extensive past experience in corporate management and team development as well as utilize my creative skills.

Areas of Expertise

Architecture

- Designed user interface experiences based on target audiences.
- Collaborated with programmers, coders, and other professionals.
- Designed interface models, menu systems and navigational schemes.

Multimedia

- Conceptualized and drafted storyboards.
- Prepared presentations for small and wide audiences using Power Point, Flash, Acrobat PDF and Director.

Print

- Designed projects in print, including logos, corporate identities, newsletters, magazine ads, brochures, posters, stationary, business cards, and trade show booth.
- Collaborated with writers, artists, photographers and other professionals.
- Produced quality typography with high standards on typeface selection, kerning, leading and readability.

Web Design

- Structured full web sites, templates, and developed guidelines.

Instruction/Training

- Taught 200 level courses at Webster College.
- Designed and developed syllabi and courseware.
- Improved instructional methods and develop training materials.
- Trained students in the areas of: Computer Technology.
- Corporate training of academic staff.

Employment History

Creative Director

- Marketing Directory Services, Inc. - Hudson, Florida
- Conceptualizing, creating and maintaining national sales campaigns for yellow pages advertisements.
- Trained and supervised entry level designers and assisted with both Macintosh and PC based IT and networking needs.
- Designing and directed the development of everything from Corporate ID Packages, media kits and brochures to banners, trade show booths and web sites.
- Implementation of a paperless office environment including organization, software and systems required for successful archiving, job tracking/proofing, client web interfaces and intra-office communication via Digital Asset Management within our internal network.
- Design and produce all "In-House" promotional artwork
- Communicate and comply with 200 + publisher's with different specifications
- Responsible for all technologies throughout the company (Implementation and troubleshooting of all Software, Hardware and Local Area Networks)
- <http://www.mdsyellowpages.com>
- 11/2005– 03/2012

Computer and Information Systems Manager

- Vandalia Enterprises (Gulf Coast College, Webster College, West Virginia Junior College) – St. Petersburg, Florida
- Financial Aid and Academics Database Design, Development, and Maintenance.
- Responsible for various technologies and academic functions throughout campuses as well as corporate office. Duties included development, orders, maintaining, and troubleshooting server based architectural structure of Local Area Networks.
- Maintaining and troubleshooting Department of Educations applications and databases.
- <http://www.gulfcoastcollege.com/>
- 6/2004 – 2/2005

Regional Academic Supervisor

- Vandalia Enterprises (Webster College, West Virginia Junior College) – St. Petersburg, Florida
- Spearhead all aspects of managerial support, including communication, troubleshooting, overseeing daily operations, training, documentation, and conducting staff management.
- Implementation of corporate training of new and existing staff members to reach Department of Education standards.
- Corporate supervision of academic staff (Instructors, Academic Deans, Campus Directors and Administration) for Department of Education compliance.
- Auditing of Official Transcripts and files of students and staff members in order to stay within compliance with the Department of Education.
- <http://www.webstercollege.com/>
- 6/2001 – 6/2004

Tax Practitioner/Office Manager

- H&R Block – Kokomo, Indiana
- Managed and oversaw tax practitioners for seasonal tax services.
- Conducted tax services, operations and negotiations with new and previous clientele with tenacity and diligence.
- <http://www.hrblock.com/>
- 10/1997 – 3/2000

Education/Degrees

Bachelors of Fine Arts, Visual Communications

- American Intercontinental University - Hoffman Estates, IL (2004 - 2005)
GPA: 3.50 - <http://www.aiuonline.edu/>

Associates of Science, A+ Services and Network Technology

- Webster College - Holiday, FL (2000 - 2002)
GPA: 4.0 - <http://www.webstercollege.edu>

Professional Proficiency

- Identify, establish, and manage strategic relationships between staff and customers.
- Solid understanding of corporate objectives.
- Natural talent for building and leading a strong team and providing superior client services.
- Build solid reputation for effective leadership by implementing process innovative techniques, overseeing business goals, protocols and functions.
- Serve as liaison between information technology and business management to define and reorganize objectives.

Technical Skills - Mac & PC

Design Software (2D, 3D and vector graphics), Desktop Publishing, Web Editing, and Word Processing

- Adobe Creative Suites, CS5 (Illustrator, Photo Shop, InDesign, Image Ready, GoLive, Acrobat Professional etc.)
- Macromedia FreeHand
- Macromedia Fire Works, Dreamweaver, Flash
- Poser
- Bryce
- Corel Painter

Microsoft

- Microsoft Power Point
- Microsoft Office Suite

Database Applications

- Visual Fox Pro
- Visual DBase

Professional Activities

- **Workshop on Microsoft 2000 Server Administration at Microsoft Conference**
01/2004. Tampa, FL. U.S.A.
- **Workshop on Leading Administration at Educational Conference**
02/2004. Orlando, FL. U.S.A.
- **Workshop on Financial Aid with the Department of Education**
11/2003. New Orleans, LA. U.S.A.
- **Workshop on available course work for higher education at Course Technology**
03//2003. Nashville, TN. U.S.A.