

JON H. GEORG

401 Park Street, Gaston, OR 97119
503.985.7046 ~ jon.georg@lifetime.oregonstate.edu

Dynamic, motivated professional with extensive leadership, management and information technology experience. Adept at training users in the use of software applications and troubleshooting technical problems. Repeatedly recognized for the ability to quickly learn new skills, as well teach others those skills in a way that makes them feel comfortable and learn more quickly. Proven ability with making strategic decisions for business development and with graphical design, usability, cross-browser design, and quality assurance. Experience with streamlining existing procedures, various technical writing projects, creating web content, and gathering requirements and defining the scope for various projects.

Areas of Expertise:

- Training
- Policy Development
- Competitive Intelligence
- Knowledge Management
- Branding
- Technical Writing
- Database Design
- Strategic Decision Making
- Research
- Web Design
- Quality Assurance
- Cataloging Materials

“Jon has an outgoing personality and he is naturally suited to leadership positions. He is articulate and works well with others. Being a reliable and energetic individual, he tends to contribute to an atmosphere that is both productive and pleasant to work in.”

Kyle Banerjee, Library Systems Analyst, Oregon State Library

POLITICAL EXPERIENCE

City Councilor, Gaston, OR, 2007 – Present.

PROFESSIONAL EXPERIENCE

CALIFORNIA PRIMARY CARE ASSOCIATION, PORTLAND, OR

2005 – PRESENT

Senior Health Care Research Analyst

- Extract and analyze HDC data for HRSA reporting.
- Create documentation as required for training purposes.
- Train, support, and present relevant materials for approximately 90 HDC teams via email, telephone conferences, GoToAssist remote desktop streaming sessions, and regional and national learning sessions.
- Administer PWC listservs, and PWC section of HDC site.
- Delegate and supervise tasks to other Information Management Coordinator and Consultants.
- Provide Electronic Registry Support, including remote installation of software, troubleshooting of reporting issues, and general technical questions.

KELLY IT / INTEL, HILLSBORO, OR

2004

Contract Technical Writer / Researcher

- Researched all projects completed by Intel Solution Services over the previous two years, and pulled out key data points for inclusion in one document which will allow for easy perusal by management staff.

PORTLAND STATE UNIVERSITY, PORTLAND, OR

2001 – 2004

Library Technician III

- Created OCLC CatMe macros.
- Edited matching records to accurately describe materials catalogued.
- Performed Record Conversion, Name Authority, and Withdrawal duties.
- Designed procedures and definition of scope for upcoming Withdrawal Project.
- Searched LC classification schedules to verify call numbers and conformity with established cataloging rules.
- Performed LC and participant copy-cataloging, as well as some original cataloging in various Romance languages using OCLC and local OPAC system (Innovative [Millennium Edition] and SIRSI).

TIN HOUSE LITERARY MAGAZINE, PORTLAND, OR 2001 – 2002

Contract Web Designer

- Cross-browser continuity of design.
- Created updated layout for site, including an extensive archive section.
- Proofread site content and provided Web site testing and quality assurance.
- Performed monthly updates to site, including addition of new articles and content and the creation of updated images to reflect current issue.

AQUENT, CURIOSITY GROUP, PORTLAND, OR 2001

Contract Technical Writer

- Created technical and business articles for on-line newsletters and proofread and edited content.

RHI CONSULTING, CREATIVE GROUP, MENTOR GRAPHICS, PORTLAND, OR 2000 – 2001

Contract Technical Writer

- Cross-browser continuity of design.
- Image Creation/Manipulation for documentation.
- Proofread and edited content and provided Web site testing and quality assurance.
- Created web-based training documentation to migrate users to the Microsoft Outlook Calendar (2000, 98, and webMail versions) from Meeting Maker (5.5.3).

EMERALD SOLUTIONS, INTERACTIVE OFFICE, PORTLAND, OR 2000

Site Benchmark Specialist

- Identified client market and product line.
- Established and maintained relationships with outside vendors.
- Created optimized content and recommended site modifications.
- Located Site Benchmark tools and report on features and functions.
- Researched, tracked and analyzed data for the creation of Site Optimization Reports.
- Analyzed web sites, determined strengths and weaknesses, and reported on findings.
- Broke down client market into competitors, market leader and partners, as well as basic product information to support preparation of executive proposal to client.

DoNetNow.COM, VANCOUVER, WA 2000

HTML Technician

- Cross-browser continuity of design.
- Web site testing and quality assurance.
- Proofread site content (standard and legal content).
- Created, edited, and optimized digital media and graphics.
- Implemented design and content into Web pages and templates.
- Developed efficient file structures to document and organize media.
- Worked with Art Director and Web Development Team to establish look and feel for site.

ZEBRA WEB SERVICES, CORVALLIS & HILLSBORO, OR 1996 - 2002

Owner

- Contracted creative and technical expertise to local area businesses to design and maintain web sites.

ADDITIONAL EXPERIENCE

Contract Web Designer, Mastech Systems Corporation, Oakdale, PA (GE Aircraft Engines, Cincinnati, OH)
 Valley Library, Oregon State University, Corvallis, OR 1999
 Powell Construction, Corvallis, OR

Library Technician, Valley Library, Oregon State University, Corvallis, OR 1993 – 1999

Library Technician, Wah Chang Technical Library, Albany, OR 1993 – 1997

Laboratory Assistant, U.S. Bureau of Mines, Corrosion Team, Albany, OR 1992

EDUCATION

M.S., Library Science (Management of Digital Information program), Drexel University, Philadelphia, PA

B.S., History, Oregon State University, Corvallis, OR

TECHNICAL AREAS OF EXPERTISE

Languages: HTML, DHTML, CSS, Javascript, SQL, XML

Operating Systems: MS-DOS, Windows 3.x – XP, NT 4.0, Unix, Macintosh (Apple Ilc-OS X).

Other: Dialog, Lexis-Nexis, Forester Research, WebTrends Essentials & Enterprise Suite 2000

Software:

PECS 1.x-3.x

MS SQL Server Desktop Engine 2000

SQL Server 2000

Adobe Photoshop (3.0 – 6.0)

Adobe ImageReady (2.0-3.0)

Adobe Acrobat 4.0-7.0

Allaire Homesite 4.5a

Internet Explorer (2.x - 6.x)

Microsoft Office (95 – 2003)

Microsoft Publisher

Microsoft Visual SourceSafe 6.0

Netscape (Mosaic, 1.x - 6.x)

Mozilla Firefox 1.x

Paradox 5.x

Quattro Pro (4.x – 5.x)

SQL 7.0 Enterprise Manager

Wordperfect (5.x – 7.x)

InMagic

SIRSI

Innovative

GEAC

OCLC CatMe

OCLC Prism

Cataloger's Desktop

FirstSearch

Meeting Maker 5.5.3

Strategy 3.0

COMMUNITY INVOLVEMENT

Volunteer Audio Engineer, Sonrise Church, 2003 – 2007

- Setup and utilization of 32x4 channel sound board.
- Troubleshooting of various audio and electrical issues.

Volunteer, CluelessGourmet.com, September 2004 – January 2005

- Create updated layout for site; administer E-Commerce utilities; cross-browser continuity of design; web site testing and quality assurance; proofread site content.

Volunteer, Lighthouse Book and Bible, September 2004 – December 2004

MEMBERSHIPS

American MENSA (2007 – Present)

Corvallis Chamber of Commerce Member (1998 – 1999)

Graphic Innovators Group Member (1999)