

Terrence A Suttle
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Portfolio: www.fuzionitsolutions.com

I have amassed many computer skills over the past 10 years, such as QuickBooks, Google Analytics, GitHub, HTML, CSS, PHP, MySQL, SQL, Front Page, Dream Weaver, Microsoft Office Suite, Adobe Illustrator, Adobe Photoshop CS3, Adobe Indesign CS2, Fireworks, and Flash MX. Operating systems I have worked with Win NT, 3.1, 95, 98, 2000, XP and Win 7. I am CompTia A+ certified and I have a CIW certificate. My experience as a Manager, Programmer analyst, proven ability to effectively manage and work with people of diverse educational and social backgrounds, an attention to detail and the deadline are qualities that I will utilize to get the job done. To view some of my work please visit my personal site FuzionITSolutions.com or click on the links below.

Experience:

Design/Development: fuzionitsolutions.com, themedit.com, acgme.org, sixtwelvemag.com, Kumitefighters.com, marcanthonyorland.com, dramaticimpactproductions.com, fasfilmsllc.com, 4kobo.com, perfectchoicemusic.com, imageofperfectiondesigns.com

Development/IT Analyst: LiveandLead.org, Tisas Barefoot Bar.com, RealFansGoNuts.com, PIEAM.org, PACBiz.ning.com, American Samoan Government

November 2012 - present

Sun Chemical
Northlake, IL

Webmaster / Content Manager – Mobile & Web Technologies

Position Summary:

The Director of Web Technologies will be directly responsible for the analysis, design, management and leadership of Sun Chemical Mobile, Web and streaming website, support applications and online social image. Applications include both proprietary (custom) and vendor supplied solutions. Activities encompass the full Systems Development Life Cycle (SDLC) with a strong concentration on web and mobile application design, development and implementation, with support during project initiation, development of business requirements, implementation, and on-going maintenance and support

Duties and Responsibilities:

- Manages highly skilled web technology developers, application development managers and developers across a wide array of platforms, languages, technology, and packaged solutions.
- Provide overall direction, vision, deployment and management for Mobil and Web based processing systems.

- Ensure alignment of all and Web Based Mobil applications portfolio with company goals and strategies, managing performance to objectives
- Oversee the full lifecycle of web application development projects and ensure robust use of best-in-class methodology and tools.
- Manage and provide guidance and input to the web and application architecture, design, and development plans. Communicate and coordinate plans, risks, and status to business clients and supporting IT functions.
- Ensure quality of existing and new web site, online marketing and web applications
- Ensure adherence to project schedules, budget and customer/product owner expectations.
- Manage cooperative relationships across business functions with respect to systems, projects, processes, and development teams.
- Manage budgets for staff, application infrastructure expenses, capital purchases, and software expenditures. Oversee contractor/vendor budgets and monitor contractor performance.
- Lead recruiting activities for application development activities.
- Produce status reporting for the application development group.
- Assist marketing department with strategies to develop and maintain collaterals such as data bases, email marketing, etc

Requirements and General Skills:

- Candidate will have experience in business and technology leadership, as well as management skills, and have had experience with social media, mobile and Web Based development.
- Candidate will also have a strong knowledge of Web and Mobile technologies design and development.
- Candidate must be able to work in a rapidly changing environment, and to interact daily with senior staff and marketing department.
- Must have a background of hands-on skills and a management style that will earn the respect of IT professions as well as leaders of other parts of the business.
- Specific background requirements include a minimum of 7+ years experience in IT management positions in the area of Project management, Web Application Development

and or Software Engineering/Application Development, Minimum of 3+ years of social media experience. The candidate must be able to solve complex technical problems and communicate the solution to non-technical management and peers. The candidate must have the following core competencies:

- Excellent leadership and management skills.
- Strong verbal and written communication skills.
- Ability to create high quality development teams.
- Extensive experience with all aspects of SDLC management.
- Proven track record in developing high quality web sites, social media campaigns and web applications.
- Knowledge of object oriented analysis and design.
- Proven experience with mobile application design and development
- Project management experience.
- Experience with customer-facing web sites and web applications
- Experience with internally-facing web sites and web applications
- Extensive experience with highly scalable languages and technologies
- Experience with high volume, high-availability applications.

Technical Skills:

- Mobile development tools, JQuery, responsive design
- DBMS: MySQL Server JavaScript, Flash
- Platforms: Windows, MAC
- Methodology: Agile, Waterfall, Iterative
- Analytics: Google
- Web Development: GitHub (Versioning), HTML, CSS, PHP
- Programs: Microsoft Office Suite, Adobe Illustrator, Adobe Photoshop CS3, Adobe Indesign CS2, Fireworks, Front Page, Dream Weaver

November 2009 - present

Petaia Media (Freelance Contractor)

Dallas, TX

IT Analyst /Developer: Learn business functions to effectively participate in technical analysis, design, construction and implementation. Code solutions to problems using a structured approach keeping in mind long term maintainability and quick accessibility. Test coded solutions properly in PHP, HTML, Flash and Javascript, 3dCart, Light CMS, Ning and Wordpress. Document consistently and accurately on all application projects. All technical documentation (new development and maintenance). Communicate and maintain a productive working relationship with user base of product/service line as well as all appropriate parties to an assignment, both internal and external to IT. Improve knowledge in new technologies in to use them in approved projects; participate on special projects as assigned. Asses IT needs to build custom programming.

October 2011 – November 2011

Digital People (Contractor)

Chicago, IL

Email /Web Ddeveloper: Develop six page online quarterly newsletter for BMO Harris utilizing HTML and CSS. Develop email for Exact Target email client using HTML and css. Test email for cross browser compatibility and found bug in Exact Target system.

December 2006 - March 2011

AME – Association for Manufacturing Excellence

Rolling Meadows, IL

Webmaster/Programmer Analyst: Currently manage a portfolio of websites, responsible for, UI design, graphics, posting content, building HTML mail, development, managing projects and developers. Participate as a team member in the application design and development area. Learn business functions to effectively participate in technical analysis, design, construction and implementation. Code solutions to problems using a structured approach keeping in mind long term maintainability and quick accessibility. Test coded solutions properly in PHP, HTML, Constant Contact, iMIS, AJAX, Joomla and other programs against customer acceptance criteria to ensure a quality application. Document consistently and accurately on all application projects. All technical documentation (new development and maintenance). Communicate and maintain a productive working relationship with user base of product/service line as well as all appropriate parties to an assignment, both internal and external to IT. Improve knowledge in new technologies in order to use them in approved projects; participate on special projects as assigned. Implement and utilize Google Analytics to track hits for Constant Contact email marketing campaigns and make suggestion regarding keywords, graphics and layout design.

2006 - Fall (contractor) -ACGME - Accreditation Council for Graduate Medical

Education(Apex)

Chicago, IL

User Interface Designer/Dreamweaver Developer: Utilize various technologies such as Dreamweaver, Adobe Photoshop, Macromedia Flash and MS Office suite to build and develop templates and graphics for an line learning module. Create and implement curriculum for knowledge transfer regarding updating templates and animated graphics. Work directly with Project Manager and Content Editor to complete education module in a timely manner. Utilized present Visual Identity to create an updated color schema, graphics and web template

2005 to 10/2006 - Computer System Institute
Skokie, IL

Training Instructor: QuickBooks Pro 2004, Power Point, Adobe Indesign, Illustrator, and Photo Shop. Create and implement curriculum for computerized accounting using QuickBooks Pro 2004 as a basis. Create and implement curriculum for Desktop Publishing utilizing Microsoft Word, Power Point, Adobe Indesign, Illustrator, and Photo Shop. Provide students with a foundation of knowledge and skills to create business cards, brochures, newsletters, books, logos, and web sites. Create and manage curriculum utilizing programs such as Adobe Indesign, Photoshop, Illustrator and Power Point.

2005 Contract - CC&T(Unisys) Chicago, IL
Consultant, Windows XP Professional upgrade, TCF Bank, Asset Replacement

2005 Contract - Harvest Technologies(Unisys) Chicago, IL
Consultant, Asset inventory, Asset Inventory and Replacement

2005 Geek Squad (Best Buy)
Melrose Park, IL

Bench Technician: Diagnose hardware and software problems on lap top and desk top personal computers. Repair, upgrade and or refurbish units. Instruct consumers on benefits and use of Internet Security software and devices. Upgrade and restore operating systems.

Freelance - 2000-2003 Hartford Computer Group (AON)
Itasca, IL

Network Hardware Support Technician Help Desk Analyst Team lead: Manage a team of twenty individuals including network technicians and network administrators on a technical equipment move from Morton Grove to downtown Chicago. Serve as the initial point of contact for resolution of desktop/workgroup-related problems in a 1300-user environment. Troubleshoot, research, diagnose, document, and resolve technical issues surrounding Windows NT, Windows 2000 Professional, MS Office, e-mail, Internet connections, and hardware peripherals. Assisted with testing hardware installs, driver configuration changes and/or updates. Responded to help desk tickets within estimated time frames with a 97% Rate of success. Deployed IBM desktops and laptops using Norton Ghost Enterprise 7.0. Disassembled and reassembled workstations and docking

stations. Trouble shot and configured port connections. Configure IBM and Xerox professional printers for LAN and WAN.

Freelance - 2003-2004 Tek Systems

Mount Prospect, IL

Internet Server Security/Help Desk level 1, 2: Open secure gateways by interacting with network engineers, vice presidents and others to open secure connections to intranet via telecommunications for banking systems. Secured various E-commerce web sites by monitoring the uptime and downtime of the server. Resolve issues concerning User login via telecommunications by verifying end user and procuring correct login from database, or resetting user passwords.

1995–2004 Maryville Academy

Des Plaines, IL

Program Manager: 1997 – summer 2002 Live in position. Managed seventeen full time employees and two part-time. Responsible for work schedules, monthly consultations and yearly evaluation. Utilized strong interpersonal skills to rectify disputes among staff and managers. Serve as administrative liaison between the program and upper management. Prepared financial reports weekly, monthly and yearly for program (252,000)+ yearly budget. Serve as first line support for desktops. Responsible for continued education and the dissemination of current guidelines and standards.

2002 (Volunteer) LWCC Adult Continuing Education

Forest Park, IL

Continuing Education Instructor: Planned, created and executed curriculum to introduce adults to the world of computers, email and the Internet. Utilized a hardware-centered approach with 85% of the curriculum being in class lab work and projects. Evaluated student's progress with test and quizzes. Issued certificates of completion.

1992–1995 NSSEO

Mount Prospect, IL

Special Education Assistant: Assisted in planning and execution of curriculum and behavioral modification system. Supervised children with educational, behavioral, and emotional problems. Coached middle school basketball team consisting of these youth leading them to 1994 championship. Planned and executed various field trips. Co-administered after school program consisting of art and play therapy. Conducted one on one educational group for students who were above or below the class norm in a particular subject (I.E. math, science, social studies).

1989-1992 Oak Park Financial Services

Oak Park, IL.

Financial Services Coordinator: Coordinated and Produced special financial services for customers. Recommended Insurance Services and Savings Vehicles. Sold Insurance services and Savings Vehicles such as UGMAs and Keogh. Pre-screened applicants for Mortgages, refinancing and lines of credit.

Education:

2013 – MecLabs Value Proposition Certification

2012 – Scrum Master Certification

2011- Benedictine University

2005 Micro-Train Oak Brook, IL
Certified Internet Webmaster CIW (training)

1999–2000 Computer Learning Center Schaumburg, IL
Comptia A+ certification

1988-1989 Northwestern Business College, IL

References Furnished Upon Request.