

**JIM SLUGA**  
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**Online Portfolio:** [home.comcast.net/~jimmygs](http://home.comcast.net/~jimmygs)

**Office Generalist:** I have over 20 years of information technology experience combined with a solid background in graphic design, web development, marketing, sales, training, office management and administration, bookkeeping and business ownership. I have gained perspective from many industries including insurance, utilities, finance, legal, construction, real estate and consulting. My diverse foundation of skills and understanding of how things fit together allows me to, at a high level, develop systems, contribute to work products and support the functions of a business at all levels.

## TECHNICAL

HTML, XHTML, CSS, ASP.NET, ColdFusion, JavaScript, Visual Basic, SQL, Dreamweaver, HomeSite, Photoshop, Illustrator, Flash, Fireworks, Visio, Word, Excel, Access, PowerPoint, Publisher, QuickBooks.

## EMPLOYMENT

### WEB DEVELOPMENT & GRAPHIC DESIGN

♦ in Seattle, WA

**02/1999 - Present**

**Sample Web Sites & Web-related Contract Positions:**

- ♦ *The Boeing Company*      ♦ *Calee's Kitty Brittle*      ♦ *bogart, bremmer & bradley Antiques*
- ♦ *Expedia.com, Inc.*      ♦ *Organizational Research Services*

**Analyze and organize client information and business processes** specifically for Internet presentation and processing.

**Prototype web site / page alternatives** including graphic and text content.

**Design, program, test and maintain static or dynamic web site with Intranet administration pages** including web page templates, style sheets, databases, images, copy and edited web content.

**Design hardcopy graphics** including advertising and promotion, branding and logos, training & instructional materials, and reports, newsletters & presentations.

### BUSINESS OWNER

♦ *Calee's Kitty Brittle* in Seattle, WA

**03/2006 - Present**

**Developed the product and concept for this start-up company** that produces and sells cat treats to wholesale buyers.

**Designed marketing plan and materials** including product labels, stationary, business cards, company branding and correspondence.

**Developed e-commerce web site** for order processing and tracking.

**Participate in all aspects of company functions** including product production, worker coordination, order scheduling and fulfillment, customer relations, sales, office and accounting requirements.

♦ *A Little Company* in Seattle, WA

**04/1997 - 12/2000**

**Developed the concept of this start-up company** that offered a non-technical all-in-one solution for first-time PC users to enable them to fully utilize the Internet, E-mail and Newsgroup technologies.

**Hired, trained and managed staff.**

**Managed and coordinated the work** of individuals, small teams and various projects.

**Created and maintained a web site** to promote company services.

**Taught formal and customized classes** on the use of the Internet, E-mail, Newsgroups, MS Windows and MS Office software.

**Evaluated, set up, installed, configured, customized and troubleshot computer hardware / software problems** for office network and customers.

**Processed company accounts payable, accounts receivable, general ledger, quarterly taxes, payroll, and monthly account reconciliation** using QuickBooks.

**Designed marketing and training materials** including brochures, flyers, newsletters, advertisements, a 120-slide PowerPoint marketing presentation with a 20-minute self-running, animated sequence with graphics and sound, and a 300-page fully-illustrated training manual on how to use the Internet, E-mail and Newsgroups.

**EMPLOYMENT HISTORY** (continued)**BOOKKEEPER** (Contract part-time in Seattle, WA)

◆ <i>Intermedia</i>	06/2006 - Present
◆ <i>Epilogue Books</i>	10/2005 - 02/2008
◆ <i>The Affiliates and Accountemps</i>	10/1996 - 03/1997
◆ <i>Scott &amp; Scott Systems, Inc.</i>	10/1994 - 10/1996

Various bookkeeping duties including payables, receivables, financial statements preparation, payroll, taxes and record keeping.

**OPERATIONS MANAGER / OFFICE GENERALIST**

◆ <i>NorthWest Spaces, LLC</i> (contract) in Seattle, WA	10/2003 - 09/2005
◆ <i>Demarche Consulting Group, Inc.</i> in Seattle, WA	12/2001 - 08/2002
◆ <i>Organizational Research Services, Inc.</i> (Contract) in Seattle, WA	03/2000 - Present

Set up, maintained and troubleshot office equipment and computer software / hardware.

Redesigned / created company internal systems such as accounting, paper and electronic filing, time keeping, and electronic calendar / appointment tracking.

Processed accounts payable / receivable, client invoicing, general ledger, payroll, monthly account reconciliation, budget preparation with emphasis on overhead cost control, and quarterly taxes using QuickBooks.

Coordinated employee benefits and human resources services.

Created reports, surveys, presentations, databases and correspondence using MS Office software.

Designed magazine and newspaper advertisements, brochures and other sales and promotion printed documents using Adobe software, and coordinated getting ads to print.

Secured new office space, coordinated build-out and move, and planned office layout using MS Visio.

**PROJECT LEAD / PROGRAMMER / ANALYST / CONSULTANT**

◆ <i>Financial Data Systems, Inc.</i> (Contract) in Seattle, WA	05/1990 - 06/1993
◆ <i>Impell Pacific Corporation</i> (Contract) in Dallas, TX	04/1989 - 03/1990
◆ <i>Florida Power &amp; Light Company</i> in Juno Beach, FL	06/1983 - 04/1989
◆ <i>Wausau Insurance Companies</i> in Wausau, WI	01/1981 - 06/1983

Produced cost analysis reports, project proposals and general / detailed design specifications.

Analyzed, designed and developed computer applications.

Enhanced and modified parts of systems.

Developed and implemented system test plans.

Participated in system and data conversions.

Created training materials and system documentation.

Trained users on how to use new systems and major enhancements.

**EDUCATION**

BBA in Management Information Systems at <i>University of Wisconsin</i>	1980
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