

STEVE JORDAN

13316 Neerwinder Place

Germantown, MD 20874

301.916.9650

StevenLJordan@comcast.net

Media Specialist – Web and Print Developer

Comprehensive Experience

- Conceptualizes, designs and produces web sites, print documents, presentation CDs, logos, and brochures for government and private industry clients, most notably the U.S. Department of Transportation Federal Highway Administration (FHWA), the Transportation Research Board (TRB), Midwest Research Institute, and the Concrete Pavement Technology Partners (CPTP).
- Specializes in the knowledge and application of Section 508 of the Rehabilitation Act (aka the Americans with Disabilities Act) in publications and web documents.
- Researches electronic document delivery systems, recommends and implements e-publication methods for documents and product/service advertising efforts.
- Evaluates present document production, presentation and delivery systems within a networked environment, recommends and implements hardware and software solutions to improve document development, sharing and delivery across networks and on multiple platforms.
- Brings extensive knowledge of computer hardware and software within a networked environment, troubleshoots and solves HW/SW operation and network connectivity problems. Provides HW/SW operations assistance to workers, and acts as local IT administrator in a networked office.
- Writes evaluations of science and technology, technical descriptions, and training guidelines. Has extensive knowledge of practical modern science, technology, and technological history. Has written speculation and fiction based on extrapolations of present technological trends.

Relevant Experience

- Designed and produced press-print documents and 508-compliant web sites for the USDOT Federal Highway Administration (FHWA), including: *Road Weather Information System ESS Guidelines*; *Getting More by Working Together*; *ACTT Interim Report*; *Pavement Preservation Compendium*; and *Status of the Nation's Highways, Bridges, and Transit: 2002 Conditions and Performance Report*.
- Designed and produced www.stevejordanbooks.com, a content-driven web site for promotion, sales, and delivery of personally authored e-books.
- Designed and produced a new website for [Read an E-book Week 2007](#), a site for promotion of an e-book event.
- Designed and produced CD-ROM collections of PowerPoint or Acrobat files, including packaging and CD label art, including: *Bridge Construction Inspection Course DVD set*; Volumes 1-7 of the Transportation Research Board's *Selected Studies in Transportation Law*; and the *2005 FHWA Bridge Rail Guide*.
- Presented the subject *Writing for the Web*, including explanations and examples of 508-compliance, for the GSA Web Portal at GSA personnel seminars in 2004 and 2005.
- Researched and coordinated the installation of DSL and an office storage server/firewall system at 2 office locations, and acted as on-site support for both.
- Researched, applied and trained personnel in the operation of networked document production, delivery, and printing, bringing office printing systems to full efficiency, improving final product quality, and shortening printing turnaround.
- Acted as department manager and office liaison with clients and other departments.

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Web Developer, Woodward Communications, Washington, DC 2001–2007

Designed, produced, and maintained 508-compliant Internet sites, CDs, DVDs, and print documents. Set up MySQL database and registration forms for conferences. Purchased and established Web domains, established domains with online hosts, and set up file transfer protocols. Trained individuals and groups in the aspects of 508 compliance. Provided office IT support covering computers, network connectivity, and office server technology. Acted as meeting facilitator for client meetings and seminars.

Database Manager, The Heritage Foundation, Washington, DC 1998–2001

Developed modern printing and database technology for use in the Business Support Services Department. Handled personnel managerial duties and document printing/assembly support in the BSS Dept. Liaison with Heritage IT Department for support of networked printers and copiers, and access to membership database to produce donor lists for printing.

Reproduction Manager, Coopers & Lybrand, Rosslyn, VA 1992–1998

Managed Reproduction Department, including printing documents on networked printing system, assembling documents, and ordering supplies. Acted as liaison with outside vendors and departments within Coopers & Lybrand to arrange print production, finishing, and delivery. Office technology support for copiers, printers, and fax machines.

Hardware/Software Experience

Proficient in:

- HTML, DHTML, CSS, Templates
- Macromedia Dreamweaver;
- Adobe Creative Suite (Photoshop, Illustrator, InDesign, ImageReady, Acrobat)
- MS Windows platform and Microsoft Office Suite;
- Internet Explorer, Netscape and Mozilla web applications;
- Quark.

Experienced with PC hardware and TCP/IP hardware and software. Experienced with ASP, Javascript, Flash. Some experience with MySQL databases, Perl scripts, MySQL-Front software. Experienced with Mac platform, and with Windows Mobile (handheld or personal PC platform), including interface applications.

Web-based Work Samples

<http://ops.fhwa.dot.gov/>

<http://www.woodwardcom.com/>

<http://www.woodwardcom.com/NFC>

<http://www.fhwa.dot.gov/bridge/bridgerail/index.cfm>

<http://www.fhwa.dot.gov/resourcecenter/cos/q305/>

<http://www.stevejordanbooks.com/>

For more samples, visit:

<http://home.comcast.net/~stevenljordan>

Education

Architecture/Sociology,
Georgia Institute of Technology, Atlanta, GA
Tuskegee Institute, Tuskegee, AL
University of Maryland, College Park, MD

Reference

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