

JANET IRENE BAVAS

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OBJECTIVE

Instructional Designer, Technical Software Trainer, Marketing or Web/Multimedia Position.

WORK EXPERIENCE

Training Data Coordinator

9/2008 – Present

Merck, West Point, PA - Learning & Behavior Realization

Design and Maintain complex Excel Spreadsheet Solutions and PowerPoint presentations for training use. Generate reports and manage data in TIS, Cognos and Manager Access.

Instructor

1/2009 – Present

Montgomery County College, Blue Bell, PA

Grant funded Certificate Program through PA Career link to provide training to displaced adults in PC & Internet Basics; Word Intro & Intermediate and Excel Intro. Students rotated monthly.

Freelance – Web & Graphic Design

4/2005 – Present

Aspire Technologies, Skippack, PA

Create, update, and maintain site pages for over 25 websites and 40+ clients on a Pennsylvania Tourist Main Street Website, using CSS, HTML, JavaScript, Photoshop, Snag-it, Captivate and Dreamweaver CS3-CS4. Coordinate with designers for major and minor site changes. Projects include Website Design, Writing, Graphic Design for Print Ads, E-Newsletters & E-Mail Marketing for small & mid size companies in retail, beauty, home decor, restaurants and business services. Created and assembled web graphics, including logos and advertisements. Designed email blasts and newsletters for site launches and event announcements.

Portfolio available www.aspirewebsites.com

Instructional Designer/Trainer

12/2007 – 9/2008

Springhouse Education & Consulting, Exton, PA

Trainer for Web Design & Web Development Program. Instructed in Dreamweaver, Flash, Fireworks, JavaScript, and Web Writing & Usability. Instructional Designer for Wyeth Account. Designed and develop training materials, manuals, PowerPoint Presentations, Quick Guides. Assist with Technology Project Plans and Client Meetings. Developed a multimedia Captivate project with over 80 slides including my own voiceovers. *Portfolio available in print only*

Manager, Client Services

5/2004 – 10/2007

Advanced Technology Group, Inc., Plymouth Meeting, PA

Technical Writer of help documentation, online help, sales materials, proposals. Website layout, design, write content, develop new ideas. Graphic Design of Website, Ads, Flyers, Brochures, Email marketing, Researched artists & managed work by designers. Client relations and sales. Provide technical support for usability issues and critical site problems, as needed. Using Captivate, developed software demos with my own voiceovers for trade shows and internet.

Projects online: Captivate Software Demo with Voiceover http://www.atqonline.com/email_report.swf/
Website Design, Logo Design, SEO and Writing www.atqonline.com
Technical Sell Sheets http://www.atqonline.com/general_ledger.htm
Brochure Design & Writing <http://www.atqonline.com/atq-brochure.pdf>

Software Skills

MAC & PC Literate

Business Software

Microsoft Suite 07-95 with Advanced Word, PowerPoint & Excel Vista, Windows, DOS

Web & Graphic

Dreamweaver CS4-8
Photoshop CS4-CS2
Captivate v3-v1
Robo Demo
Robo Help
Help & Manual
CSS & HTML
In Design CS4-CS2
Illustrator CS4-CS2, 10
Flash CS4-CS2, 8
FrontPage 2003-98
Snag it v9-v2

Seminars Taught

Dreamweaver
Fireworks
Flash Level 1
Web Writing
Web Usability
MS Office Suite
CSS, HTML, JavaScript
PC & Internet Basics

Pharmaceutical

4 years of Training and 2 years experience in Instructional Design

Merck

Learning & Behavior Realization Contract from since Sept. 08

Trainer EZ Buy and EZ Expense (00-02)

Wyeth

Instructional Design projects for three in house web based systems – Diamond, GEMS (Finance) and Project Express

Executive Assistant to President 11/2003 – 5/2004
Katz Consulting Group, Inc., Plymouth Meeting, PA
Design of all marketing materials & presentations – Website, Proposals, Presentations. Website Redesign – graphic design, layout, content. Advanced charts. Onsite Technical Support

Human Resources Trainer Fall 2003 (Seasonal)
Macy's, King of Prussia, PA
Training for all associates on Sales, Customer Service and POS. New Employee Orientation including Human Resources Paperwork, Associate Mentoring and Store Tours.

Technical Trainer 12/2001 – 8/2003
Frontline Solutions, Inc., Wayne, PA
Delivery of stand up, group, lecture seminars, 1-1, online training. Designed all Technical Guides, Quick Reference & Self Tests. Updated manuals (writing & design). Technical support & staff management, network troubleshooting, software QA testing. Project Meetings, Project Management, Sales Presentations and Client Relations. Travel 80% in US and Canada.

Corporate Trainer 10/2000 – 12/2001
Global Knowledge Network, Inc., King of Prussia, PA
Technical Training in full day, half day, progressive, online and 1 on 1 seminars. Training program design assistance, product research and testing. Lead trainer in proprietary software products used at Merck (purchasing and expense) and Johnson & Johnson (purchasing & new hires).

Business Systems Support Supervisor 12/1999 – 10/2000
TVG, Inc. Pharmaceutical Marketing, Fort Washington, PA
Training Program Development (created 50+ seminars and 3 progressive levels). Training delivers on site and at national pharmaceutical sales conferences. Design and Develop all Technical Documentation. Help Desk Supervisor and Help Desk Staff Management. Developed and Maintained Information Technology Intranet. Technical project planning and management

Help Desk Technical Consultant 1/1996 – 12/1999
Temple University, Philadelphia, PA
Technical Support – resolving networking, software issues for all campuses. Technical research and reports. Develop & deliver presentations of technical Information. Software Application Training (MS Office, GroupWise, Netscape, IE). Website training (FrontPage, HTML, FTP)

Executive Assistant to CIO 5/1997 – 6/1998
Temple University Hospital, Philadelphia, PA
High Volume Meeting Planning, Payroll and Expense Reports for staff of 30, Travel arrangements.

Administrative Assistant – Human Resources 1/1996 – 5/1997
Temple University Hospital, Philadelphia, PA
Phone interviewing, scheduling interviews, resume screening. Preparing Job postings, offer letters, testing and new hire paperwork. Special project assistance to Assistant Director.

Administrative Assistant to Executive Committee 4/1990 – 10/1995
Hyatt Cherry Hill Hotel, Cherry Hill, NJ
Payroll and HR for department of 20 union employees. Accounts Payable, Purchasing, Project Management. Initiated and managed the cooperative education program for inner city high school students. Receive community service awards for 2 years from Pennsauken High School.

Corporate Training
Merck (Nationwide)
Johnson & Johnson
Ortho McNeil
PRI
Wyeth
Comcast University
Wawa University
Vanguard
QVC, Inc.
Macys
Motorola

Training/Tech Support
Temple University
Philadelphia Flyers
Philadelphia Eagles
Florida Panthers
Dallas Stars
Anaheim Ice
Utah Olympic Oval
Ray & Joan Kroc Ctr.
Over 80 NHL, Ice and
Multi Sports Centers in
USA and Canada.

Schools/Centers
Montgomery County
College
Springhouse Education
Camden County
Vocational School
Starr Technical
Institute
Maple Shade High
School
Academy of Computer
Careers

Web & Marketing
Mealeys Furniture
Body Serene Day Spa
Eastwood Automotive
Skippack Village for
the Valley Forge
Convention & Visitors
Bureau & Visitpa.com
10+ Hair & Beauty
Related Businesses
10+ Health & Fitness
Businesses
10+ Food, Café and
Restaurant Businesses
20+ Retail Shops

EDUCATION

Education, Masters in Education (M.Ed.)

Enrolled Fall 2009

Adult and Organizational Development (AOD)

Temple University, Philadelphia, PA

Education, Bachelor of Arts

Enrolled Fall 2009

Business, Computer & Information Technology Education

Temple University, Philadelphia, PA

Law, Associate in Science

Degree, 12/1990

Peirce College, Philadelphia, PA

CONTINUING EDUCATION & TECHNICAL SEMINARS

- **Springhouse Education** – Flash, Dreamweaver, CSS, Fireworks (Spring 2008)
- **Private Training Sessions** - Adobe Photoshop CS2 and Adobe Illustrator CS2
- **Microsoft Corporation** - Office 2003 and Windows Server 2003 (Winter 2004), Project 2000 (2000), Office 2000 Corporate Testing Group (pre-release 1999)
- **Global Knowledge Network** - HTML Beginner & Intermediate, Project 98 and 2000, Office XP, FrontPage XP Microcenter Technical Education - Dreamweaver, Graphics, Advanced FrontPage, Access Advanced. Train the Trainer Seminars for Effective Presentations, Training Skills and Instructional Design.
- **New Horizons Learning Center** - Advanced FrontPage, Web Databases (July 2000)
- **Micro Center, Radnor PA** – Beginner-Advanced FrontPage; Web Graphics; Flash; Advanced PowerPoint, Advanced Access, Advanced Excel
- **Temple University** - PowerPoint Charts & Graphics, Video/Audio, HTML, Access

TEACHING CERTIFICATIONS

- State of New Jersey, Department of Vocational Education as Instructor, 1998-1997
- State of New Jersey, County of Camden, Substitute Teacher for Grades K-12, 1997

PROFESSIONAL AFFILIATIONS

- Valley Forge Convention and Visitor's Bureau
- North Penn Chamber of Commerce and Skippack Business Alliance

PORTFOLIO & REFERENCES

Online Portfolio at www.aspirewebsites.com | References upon Request

COMPENSATION

Salary Negotiable based on position description, benefit package and location.

Past history is as follows: 2005-2007 – 55k | 2008 – 62k | Present \$25hr-\$37.50/hr.

Requested salary range 60k to 75k. Travel up to 20%.

Professional Profile

18 years of technical and professional experience in:

Instructional Design, Technical Writing and Trainer for Proprietary Software Systems –

- Sports Management
- Condo/Association Management
- Merck (2 systems)
- Wyeth (3 systems)

Corporate Training including beginner to advanced levels of:

- Microsoft Office Suite 2007-2005
- Word, Excel, Outlook, Access, PowerPoint
- Microsoft Project
- Dreamweaver
- Fireworks
- Flash
- Web Writing
- Web Usability

Business Education Training

Adult Job Retraining Technical Skills

Sales – Software, presentations and sales meetings

Account Management

Client Relations Mgr.

Graphic Design with Photoshop

Website Design – Dreamweaver/CSS

PowerPoint Presentation Design

Public Speaking

Small Business Consulting Services

Copywriting

Print Ad Design

Email Marketing

Website Administration

Technical Support and Troubleshooting