

MICHAEL D. MUZZIE

703 Brian Court; Princeton, NJ 08540-9561

Work: (609) 258-7911 • Home: (609) 924-6621 • mdmuzzie@princeton.edu • www.muzzie.com

OBJECTIVE

Seeking an administrative position that leverages my diverse web publishing experience.

QUALIFICATIONS

Highly proficient with Adobe Dreamweaver, Photoshop, InDesign, Illustrator, Acrobat, and Microsoft Office.

Strong graphic design background (web and print).

Four years' hands-on experience with Roxen CMS, including RXML, XML/XSLT.

Fluent in XHTML (hand coding and visual editors) and CSS/CSS2, with emphasis toward Section 508 (ADA) and W3C standards compliance, cross browser/cross platform compatibility, and progressive enhancement.

PROFESSIONAL EXPERIENCE

Senior Web Developer, Web Development Services, Office of Information Technology, Princeton University, March 2008–present.

Helped create Microsoft SharePoint intranet site for new WDS group.

Trained three new hires in use of Cascading Style Sheets and basic Roxen CMS features.

Designed and found vendor for retractable stage banner, polo shirts, other tchotchkes for national conference.

Coordinated high-profile admitted students site, involving 4 servers, 2 vendors, 3 OIT groups, and Admissions.

Digital Media Consultant, Web Developer, New Media Center, Office of Information Technology, Princeton University, 1998–2000, 2002–March 2008.

Redesigned over two dozen Princeton University web sites.

Authored and maintained content for New Media Center web site.

Developed PHP/MySQL apps for New Media Center customers.

Solved computing problems for walk-in and call-in clients, training them in the use of media software and hardware upon request, and enabling their completion of academic projects.

Taught OIT Training Series classes in Dreamweaver, CSS, web accessibility, and InDesign.

Administered Princeton University Blog Service, providing customer support, upgrades and maintenance of blog software and plug-ins, and troubleshooting of Linux, Apache, MySQL environment.

Instructor, Princeton Adult School, September 2004–April 2005

Taught two eight-week evening courses on developing web pages, using hand coding, with an emphasis on usability and standards-compliant XHTML and CSS.

Freelance Web Design Contractor, 2001–2002

Past freelance clients included Incoda Corporation, Cotsen Children's Library, Delaware River Steamboat Floating Classroom. (Still maintain and update Princeton Class of 1999 alumni site.)

Redefined and expanded web presences; provided site maintenance with regular content updates.

Senior Web Developer, factor|i, 2000–August 2001.

Coordinated factor|i's internal web marketing. Created and maintained company web site.

Served as project manager, information architect, designer, and primary developer for factor|i client web sites.

Designed print products to complement web-based marketing initiatives.

Authored web site for prominent NJ otologist. Site received Distinguished Site award from *metrojersey.com*.

Created complete graphic identity for the Association of Princeton Graduate Alumni, including logo, letterhead, envelope, business cards, name badges, shipping label, and graphic standards manual.

Administered cross-platform network and mail server, and performed troubleshooting on Macs and Wintel PCs.

Psychological Operations Specialist, Interrogator, Linguist, United States Army, 1993–1997.

Awarded the Joint Service Achievement Medal for service as integral part of unit that functioned as the official policy vehicle of the United States Joint Chiefs within the Former Yugoslavia.

Wrote and edited copy and designed graphics used in newspaper, pamphlets, and posters printed in four languages and distributed in Former Yugoslavia to expedite implementation of Dayton Peace Accords.

Liaised with representatives of United Nations humanitarian organizations, working with them to develop informational products in support of their objectives.

Prepared slides and delivered briefings to field grade officers.

Received training in the use of various interview techniques and questioning procedures.

Maintained speaking, writing, and reading proficiency in target languages.

EDUCATION

PRINCETON UNIVERSITY, A.B. in Politics, June 1999.

U.S. Army Intelligence Center, Fort Huachuca, AZ, Certificate, Interrogator Course, 1994.

Defense Language Institute and Foreign Language Center, Certificate, Russian Language Course, Monterey, CA, 1994.

Windber Area High School, Windber, PA, 1990. Graduated valedictorian.