

Peter Ellis

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- Education** **Master of Science in Information Management** – June 2009 (projected)
University of Washington, Seattle, WA; Cumulative GPA as of May 2008: 3.75
Bachelor of Arts and Sciences, Computer Science/Writing - June 2006
The Evergreen State College (TESC), Olympia, WA
- Experience** **Administrative Intern 3**
Washington State Department of Information Services (DIS), Computer Services Division
Olympia, WA (*July 2008 – September 2008*)
- Will be working with development and production support teams to configure, document, and implement deployments for service products offered by DIS.
 - Will be documenting and codifying procedures and processes as necessary.
 - Work involves Microsoft SharePoint 2007 and Interwoven TeamSite.
- SharePoint Administrator (Graduate Student Assistant)**
University of Washington Information School, Seattle, WA (*July 2007 – June 2008*)
- Responsible for software administrative duties surrounding the Information School's SharePoint presence.
 - Participated in planning and implementation activities for new intranet service using SharePoint 2007. This included user interviews, policy creation, and hands-on work with network and server administration principles, as well as metadata generation and codification.
 - Primary point of contact for user support issues surrounding SharePoint.
- Information Technology Manager**
The Evergreen State College Writing Center, Olympia, WA (*August 2006 – June 2007*)
- Responsible for providing general technical support for the Writing Center.
 - Updated and maintained PCs and Macs, responsible for technology audit, formulation of technology budget, grant proposals, and technology-oriented staff development.
 - Maintained Writing Center web site, Drupal-based staff portal, e-mail distribution lists, and appointment system code.
 - Helped design curriculum for *The Practice of Professional Tutoring*, a yearly one-quarter program that teaches the act, art, and philosophy of tutoring others.
- Logo Lab Aide**
The Evergreen State College, Olympia, WA (*April 2005 – June 2005*)
- Aide for *Designing Languages* and *Algebra to Algorithms* programs.
 - Responsible for proofreading labs and creating a solution before the lab time.
 - Utilizing tutoring skills from my Writing Center work, guided students through the lab exercises.
- Writing Tutor**
The Evergreen State College Writing Center, Olympia, WA (*September 2003 – June 2006*)
- Tutored students in the art and process of writing. Routinely covered such topics as paper organization, grammar, thesis and topic development, and paper flow.

- Developed new appointment system in PHP with MSSQL backend as part of a two-person development team. The program used the ADOdb wrapper classes for database abstraction. Code management utilized the Concurrent Versions System and the Eclipse IDE.
- Developed other PHP/PostgreSQL software supporting the Writing Center's web site.

Web Site Manager

The Evergreen State College Web Team, Olympia, WA (*January 2003 – June 2007*)

- Primarily managed web site content and layout for the College's Writing Center.
- Temporary management of the College's Access Services web site.
- Coordinated site template switchovers and template beta testing with Web Team utilizing Macromedia's Dreamweaver MX.
- Responsible for content and overall layout, planning meetings, and staff coordination.
- Developed PHP/PostgreSQL applications to manage handout library and request forms.

Freelance Web Designer/Founder

naturalaxis, Seattle, WA (*June 1999 – PRESENT*)

- Developed firm's account management system.
- Upheld high standards for content and design layout.
- Utilized an interactive and client-centric design and content creation process.
- Oversaw all marketing and promotional outreach.
- Utilized HTML, PHP, CSS, MySQL, and PostgreSQL in various projects.
- Hired as interim network administrator for Seattle Girls' School from June to July, 2003.

Activities and Honors

- Technology Officer, Association for Information Management Students, University of Washington Information School, March 2008 - PRESENT
- Student Representative, TESC Enrollment Growth Disappearing Task Force, 2004-05
- Student Representative, TESC Enrollment Coordination Committee, 2002-06
- *Eastside Journal* Newspaper's Most Inspirational Graduate, Class of 2001

Conferences and Presentations

- 2007 Pacific Northwest Writing Centers Association Conference, Bellingham, WA. "How a System Birthed Dialogs: The Place of Technology in Writing Centers", April 28, 2007. With Sandra Yannone, Director of the Writing Center, TESC.
- 2006 Pacific Northwest Writing Centers Association Conference, Corvallis, OR. "Philosophical Approaches to Writing Center Web Sites", April 29, 2006

Memberships Association for Computing Machinery Professional Member (through 2010)

- Special Interest Groups: Management Information Systems, Computer-Human Interaction, Computers and Society

The Information Architecture Institute Student Member (through February 2009)

References References are available upon request.