

## CHAD GARRETT

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### SUMMARY

Problem-solving, creative mind offering a diverse set of technical and artistic skills. Strong background of programming and hardware set up and troubleshooting fused with graphic, web, and video skills. Always up-to-date on technology, trends, and standards.

### EDUCATION

Bachelor of Science in Digital Media, December 2004  
Greenville College — Greenville, IL

### SOFTWARE

•Adobe Creative Suite                      •Final Cut Studio                      •Avid Pro Tools

### LANGUAGES

•PHP    •Classic ASP / VB                      •HTML/CSS  
•Javascript                                      •MySQL                                      •Shell Scripting

### WORK EXPERIENCE

- Southern Illinois Univ. Ed.**—Web Specialist II (June 2011–Present)
  - Create online housing applications for each term using housing software and custom ASP/Javascript to customize behavior.
  - Revamped and added many features to online portal used daily by all full-time and student residence life staff – with student lookup, rosters, check-in/out, etc.
  - Reduced errors in online check-in/check-out by adding logic to handle common special circumstances.
  - Create scripts to convert incoming data for import into housing software
  - Replaced a week's worth of work for the assignment coordinator with a tool that finds all types of roommate/payment conflicts for returning students in 5 minutes and creates import files to assign the students to room selection groups.
  - Script scheduled tasks to automate special daily/weekly reports via email
  - Assist housing staff from around campus with computer/Word/Excel issues
- Computing Made Easy**—Lead Web Developer (December 2004–May 2011)
  - Worked with clients to produce web, ecommerce, and online marketing solutions
  - Created web site for basketball camp with online registration, online store, email marketing, and complete customer and event management.
  - Created backend databases for easily updated client web sites.
  - Created matching frontend functionality to allow for non-technical users—without web design experience—to make changes to the web site.
  - Planned, designed and maintained online work order and customer management database software used every day by almost all staff.
  - Assisted in-store and on-site computer technicians with especially difficult cases.
  - Set up, configured, and maintained our web hosting and email server.
  - Set up and maintained a computer-based digital PBX system.

- Computer Repair/Servicing** (1999–December 2004, 2009–2011)
  - Build, repair, and upgrade PC's on-site
- LaMoine Christian Service Camp**—Technology Intern (Summer 2004)
  - Produced weekly highlight videos of campers
  - Created a new promotional video DVD
  - Redesigned and maintained web site
  - Conformed registration database for migrating to a new system
  - Handled technical and networking issues in the office

#### VOLUNTEER/EXTRA

- LaMoine Christian Service Camp**—Online Registration Setup (2007)
  - Created an all-new design with backend for editing most major areas of the web site without web design experience.
  - Created brand new online database to allow entry of camp sessions.
  - Created frontend customer registration process, complete with credit card processing, automatically closing registration upon selling out, and waiting list functionality.
  - Created backend registrant list, viewable by event organizers. Can export lists to Excel or Avery 5160 address labels in PDF format.
- Sauk Valley Community Church**—Web Site Creation (Dec. 2008—Feb. 2010)
  - Worked with interdisciplinary group to generate goals for a new web site.
  - Met bi-weekly with web team
  - Built frontend web site and backend user interface where ministry members can update their own personal mini-site, and where technical staff can upload new messages in podcast format.