

Joe Bryce

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Qualifications

Information Technology professional experienced in both desktop support/troubleshooting and web design. Motivated self-starter and entrepreneur with a proven ability to work independently or as part of a project team; dependable, productive and insightful.

Capabilities include:

Competent web author. Proficient in native html/css code editing (non-WYSIWYG) and WYSIWYG editing utilizing FrontPage and Dreamweaver. Possess exceptional skills in converting look and feel of printed material to web layout. Proficient in the use of php for user interaction with a website. Knowledge of standalone php applications (email forms, message boards) as well as interaction with MySQL databases.

Proficient in installation and troubleshooting Microsoft operating systems (Windows 9x, 2000 and XP), Microsoft Office Suite, Adobe products and multiple other applications.

Experience

Web design and site maintenance:

Webmaster for multiple sites with responsibility of editing, updating and adding information to existing pages and creating new pages and new content as needed. Design sites from concept to deployment. Implement php based forms and applications with MySQL backend. Create graphics as needed using Photoshop and slideshows using Flash.

Desktop support:

Provided on call support for hardware and software issues for multiple clients by way of own business. Installed new computer workstations and servers (Microsoft XP Pro) as well as rebuilt/upgraded existing workstations. Handled movement of equipment and setup of computers, telephones and environmental monitors upon client office relocation. Worked with third party vendor to configure and install T1 Internet and VOIP.

Employment History

Manager

Cloudburst Consulting Group, Inc.

May 2012 – September 2012

Provide web design and development for federal government contracts.

Projects include:

The Community Guide to Preventative Services (www.thecommunityguide.org). The Community Guide is a resource for evidence-based recommendations and findings about what works to improve public health.

- Placed content on pages throughout the 100+ page website.
- Implemented a dual site search to give users the option of searching only The Community Guide website or the broader CDC website.
- Utilized knowledge of css to reformat page layouts to a more user friendly design.

Skills: HTML, CSS, Adobe Dreamweaver, Adobe PhotoShop.

Reported to: Partnership and Dissemination Coordinator

CDC Public Health Library. The CDC Public Health Library and Information Center (PHLIC) mission is to advance science, public health and safety through information.

- Refined and updated information on the library's new Intranet site in preparation for a launch on October 1, 2012.
- Created a SharePoint based information request system utilizing InfoPath forms. End users enter information in a form on the library Intranet site which would then be stored in a SharePoint list for retrieval by the library reference staff.
- Published the weekly "Science Clips" digest to both the library Internet and Intranet sites.

- Modified the look and feel of various library related sites such as the LibGuides library guide system and the Ex-Libris SFX eBook and eJournal search system.

Skills: HTML, CSS, PHP, MS-SQL Management Studio, JavaScript, Adobe Dreamweaver, Adobe PhotoShop.

Reported to: Systems Team Lead

CDC Epi Info (www.cdc.gov/epiinfo). Epi Info™, a suite of lightweight software tools, delivers core ad-hoc epidemiologic functionality without the complexity or expense of large, enterprise applications.

- Edited the on line user guide in preparation for publishing.
- Created an HTML based page for users of the Epi Info program to download shapefiles for the program's mapping component.
- Created a method for users to copy and paste preformatted example code directly from the website utilizing a read-only text area.

Skills: HTML, CSS, Adobe Dreamweaver.

Reported to: Project manager.

Bryce Information Technology Solutions, Atlanta, GA (Principal)

November 2006 – Present:

Provide information technology consulting and assistance to various clients both corporate and individuals. Clients include:

Georgia Association of Paralegals (www.gaparalegal.org). The Georgia Association of Paralegals is a membership based, not for profit professional organization based in Atlanta. The organization needed a website which was more user friendly for members as well as a more functional marketing tool to drive new memberships.

- Designed a 50 plus page website based upon layout models provided by the organization. The site design was created using HTML and CSS best practices, and using SEO to garner as much web traffic as possible.
- Created a PHP based meeting reservation to allow members to register for events online. A simple web form allowed entry of registrant information which was then stored, via PHP to a mySQL database. This allowed members to place reservations for events on a 24/7 basis as opposed to limiting registrations to a typical workday time frame when the organization's business office was open.
- Reduced the time needed to track event registrations by creating a PHP based reporting system. In the administrator's only section of the site, a simple press of a button generated an Excel file export from the backend mySQL database.
- Created a rotating banner ad system to allow for corporate sponsor ads to be sold, thereby generating a new revenue stream for the organization.
- Integrated Google Analytics and SEO to monitor/increase traffic to the site.
- Utilized HTML skills for break fix support of old site during development of current site.

Skills: HTML, CSS, PHP, mySQL, JavaScript, Adobe Dreamweaver, Adobe PhotoShop, Flash, SEO, Google Analytics.

Reported to: Executive Administrator

IL-MS LLC (www.il-ms.com). International Logistics and Management Services is an auto carrier/freight broker trucking firm with locations in multiple states. The company wanted to refresh the look and feel of their website to better project their image as an auto carrier for individuals as well as wholesalers and manufacturers.

- Completed redesign of website based upon client specifications. Created the look and feel of the site with input from the client.
- Coded the site using Adobe Dreamweaver and using HTML and CSS best practices for site design.
- Created an email based information/quote request system that utilized PHP for directing the request to the correct party's email address based upon certain field values collected in the form submission.
- Integrated Google Analytics and SEO to monitor/increase traffic to the site.

Skills: HTML, CSS, PHP, JavaScript, Adobe Dreamweaver, Adobe PhotoShop, SEO, Google Analytics

Reported to: Executive Management Team

Other web – based projects:

JP Office Solutions (www.jpofficesolutions.com)

Pizza Express/Papa Dom's (www.pizzaexpress.com and www.papadomspizza.com)

Cherokee Home Exteriors, (www.cherokeehomeexteriors.com)

Austell Christian Church, (www.austellchristianchurch.com).

- Created site design based on the look and feel required by the client.
- Coded site using HTML and CSS best practices for design
- Utilized SEO to drive traffic to the sites
- Created form based email contact page utilizing ASP backend.

Skills: HTML, CSS, PHP, ASP, mySQL, JavaScript, Adobe Dreamweaver, Adobe PhotoShop, Flash, SEO, Google Analytics.

Reported to: Various persons depending upon project

Desktop Support

JP Office Solutions/IL-MS (September 2011)

Services provided: Assisted in office relocation. Responsibilities included moving all IT assets (server, workstations and telephone system) from old to new location. Wired network patch panel in IT room.

Cyndy Laurie (November 2009 – Present)

Services provided: On call helpdesk for hardware and software issues. Replaced image transfer kit and alienation bars on HP Color LaserJet 4600; Installed Seagate external hard drive and configured weekly data backup

John Rabun (June 2009 – Present)

Services provided: On call helpdesk for hardware issues. Replaced network interface card in Gateway tower PC; installed RAM upgrade in Gateway tower PC.

Solveig Sherwood (April 2008 – Present)

Services provided: On call helpdesk for hardware issues. Replaced hard drive in Macbook laptop; installed 802.11 wireless router

One World, Inc., Atlanta, GA (January 2008 – Present).

Services provided: Consulting on system purchases and upgrades; installation of new systems; rebuild and upgrade existing systems – install new hard drives and RAM; on call helpdesk for hardware and software issues; troubleshoot and remove malware/spyware.

Association Management Services, Atlanta, GA (Database, Network & System Admin/Webmaster)

August 2004 – November 2006:

Purchased, installed and configured all new computer equipment. Reformatted and rebuilt workstations as needed. Configured and confirmed nightly data backups. Designed and modified databases as required to support business needs. Created and modified queries to extract needed data. Designed forms and reports to facilitate data entry and reporting. Designed and updated websites for various organizations managed by AMS.

Skills and knowledge

Operating Systems:

Microsoft Windows 9x, 2000, 2000 Server, XP and 7; Red Hat Linux 9 (limited experience)

Software:

Adobe Acrobat, Adobe Dreamweaver, Adobe PhotoShop, Borland JBuilder, Borland/Corel Paradox, Fishbowl Inventory, Intuit Quicken and Quickbooks, Microsoft C++ 6.0, Microsoft Front Page, Microsoft Office Suite, Microsoft Project (limited experience), Microsoft SQL Management Studio, Microsoft Visual Basic 6.0, UltraCompare, UltraEdit.

Hardware:

Routers (wireless and wired), DSL modems, Printers (color and monochrome), Flatbed scanners, Fixed and optical disc, Travan tape drives, NEC DSX phone system

Programming Languages:

C++, HTML, CSS, Java, JavaScript, mySQL, MS-SQL, PHP, Visual Basic

Education

Degree:

Bachelor's of Science, Business Administration with Concentration in Information Systems Management (ISMN)

College:

Auburn University, Auburn, AL

Graduation:

August 2004; 4.0 GPA maintained in all classes relevant to ISMN major