

BLAIR A. MONROE

Tallahassee, FL 32308

H: (850) 668-7380

W: (850) 644-8114

bmonroe@mailier.fsu.edu

<http://mailier.fsu.edu/~bmonroe/>

SKILLS

- Experienced with HTML, Cascading Style Sheets, JavaScript, Cold Fusion application design, web site design and management, Perl-based CGI programming, web server administration, database server administration, dynamic content generation, major web browsers, several major HTML editing, email, telnet, ftp, chat, multimedia streaming and web statistics applications. Some experience with Adobe Photoshop, Macromedia Flash and Adobe Acrobat.
- Experienced with DOS, Windows 3.X, Windows 95/98, MacOS, UNIX (FreeBSD, SunOS and AIX), MS Windows NT 4 and Novell NetWare environments; experience includes use, troubleshooting and administration of the operating systems and of a number of word processing, presentation, database, scheduling, spreadsheet, graphic design, desk top publishing, document preparation, and programming applications.
- Experienced with working in a team based environment and providing supervision over others on team projects.

EDUCATION

- *Master of Science in Library and Information Studies*, May 1996
School of Library and Information Studies
Florida State University
- *Bachelor of Science in Engineering Arts*, May 1993
School of Engineering
Michigan State University

EMPLOYMENT

- *Web Systems Administrator / Sr. Web Developer*
August 1997 - Present
School of Information Studies, Florida State University, Tallahassee, FL

Responsibilities include the planning, implementation and administration of the School's in-house Internet servers, development and support of interactive technologies, Cold Fusion and CGI web applications. Other duties include providing user support on internet and networking issues, serving as a member of the School's Technical Support Services and Instructional Development Services Teams and assisting in the training and supervision of web development staff members and student assistants.

- *Webmaster*
August 1996 - August 1997
School of Information Studies, Florida State University, Tallahassee, FL

Developed, designed and maintained a large organizational web presence, including several highly interactive web sites used to support distance learning courses offered at the School. Specific tasks included file structure management, CGI scripting, user support, graphics design, troubleshooting, content design and conversion, and the supervision and/or support of students, faculty and staff involved in various web related projects. Other tasks included public demonstrations of the School's website

and provision of technical support on internet and computer application related issues to local and distance learning students.

- *Web Design Consultant*
June 1996 - August 1996
School of Library and Information Studies, Florida State University, Tallahassee, FL

Over a two month period designed and implemented a multi-area frames based web presentation to support the instruction of a distance learning course being broadcast to 150 students at five separate sites and being taught by 14 faculty members. Customized and implemented CGI scripts to allow for online discussions, posting of announcements, and submission of assignments with varying levels of complexity. Coordinated with faculty and staff to help prepare the incoming students for the technological challenges of the course.

- *Computer Support*
June 1996 - August 1996
College of Human Sciences, Florida State University, Tallahassee, FL

Provided computer application and hardware troubleshooting for faculty and staff at a large College. Specific tasks included installation of new software applications, assembly, setup and network integration of new workstations and printers and maintenance of College website.

- *Inter-Library Loan Intern*
January 1996 - April 1996
Strozier Library, Florida State University, Tallahassee, FL

Designed and implemented a website for the Interlibrary Loan Department which allowed patrons to submit requests for books and articles from the world wide web. Processed loan requests from individuals and institutions in a high-paced, labor intensive environment. Used a variety of online bibliographic database systems to log requests, locate materials for loan or to request, and track current status of pending requests. Worked with library patrons and staff to locate requested materials and to resolve problems and questions. Gained experience with performing complex, repetitive tasks over long periods of time without loss of accuracy or precision.

- *Graduate Computer Lab Assistant*
January 1996 - April 1996
School of Library and Information Studies, Florida State University, Tallahassee, FL

Assisted students, faculty and staff with the use of computer applications, helped the system manager troubleshoot computer software, hardware and network problems. Performed major revisions on the School's organizational website, including a total file and link reorganization, implementing new style guidelines and preparing support manuals for the site. Network responsibilities included adding and modifying user accounts, troubleshooting printer queues, performing backups and shutting down the network under emergency conditions. Provided instruction in the use of specific computer applications on the group and individual levels.

ORGANIZATIONS

- Member - HTML Writers Guild
- Member - International Webmasters Association
- Member - Association of Internet Professionals
- Lifetime Membership - National Eagle Scout Association

REFERENCES

- Available upon request