

Cynthia Andros

EDUCATION **University of Miami, Miami, FL** 1988
Bachelor of Science, Computer Engineering
Dean's List

University of Paris/Sorbonne, France 1985
Associate in French Language and Culture

PERSONAL SKILLS Excellent communication, analytical and troubleshooting skills; aptitude for teaching; fast learner; resourceful/problem solver; self-starter; proficient in both left- & right-brain activities

Languages: English, French

WORK HISTORY

Note: Between 2017-2021 I worked concurrently as an Independent Contractor and w/ tevixMD Corp, providing the same services in both positions. To avoid redundancy below, I have combined the two efforts into one large section listing the services I provide, and I encourage visitors to [view my online portfolios](#) to see extensive samples of my work.

1999 - Present
Independent Contractor

2017 - 2021
VP Marketing / Director of Design
tevixMD Corporation

Summary

Web Design; UI/UX Design; Graphic Design; SEO; Internet Marketing; Social Media; Writing, Editing and Publishing; Audio Recording and Editing; Webinars; Voice Overs; Podcast Production; Web-based Software Programming

View Portfolios:
CynthiaAndros.com

Web Design, UX, UI Design, Internet Marketing, SEO/SEM & Social Media Presence

Design, implementation and administration of various commercial web sites for large corporations, small businesses and individuals. Site designs include SEO, password-protected member areas, eCommerce, landing pages, dynamic sales tools and online marketing brochures. In addition to site construction, responsibilities usually involve all, or nearly all, copy writing and graphics creation. Marketing projects include funnel design, email campaigns, social media presence and advertising, trade shows, general marketing consultation and more. ► [website samples](#) ► [marketing samples](#) ► mock-ups and interface samples available [upon request](#)

Graphic Design

Graphic design projects include design and layout of pieces for both internet and print. Projects include marketing brochures, internet and social media ads, posters, logos, PowerPoint presentations and webinars, product labels, product packaging, large wall murals, trade show resources and event design and book covers / book layouts. ► [graphic samples](#)

Writing / Editing / Publishing

Writing (technical, persuasive, educational and creative) include marketing brochures; ad copy for internet, print and social media; website content; PowerPoint presentations; webinars; newsletters; technical user guides; technical, persuasive and educational articles; business plans; white papers; script writing. ► writing and powerpoint samples available [upon request](#)

Audio / Video

Web-based audio projects have entailed the creation of intro and exit [recordings](#) for web radio which involved acquiring appropriate background music, script writing, recording voice over and mixing. Additional projects involve creation and production of webinars, web podcasts and [corporate video projects](#).

1994 -1999
Senior Engineer, Programmer, MIS Administrator, Customer Service
Telefyne Corp., Pace, FL

Responsibilities were broad and focused on real-time, interactive voice-response system design, implementation and administration using PC-based digital telephone switches; SQL database design and administration; design/coding, implementation, maintenance and training of a full-featured, proprietary *customer service administration* software system and corporate office administrative software; troubleshooting the above; computer network administration; voice overs; creative and technical writing; website design; hardware/software procurement, installation, management and training.

WORK HISTORY, CONTINUED

1992 - 1994

**Executive VP,
Senior Engineer**

Innovative Information
Services, Destin, FL

Extremely broad responsibilities spanned almost all aspects of running a small telecommunications service business from start-up, including but not limited to: Writing and layout of a formal business plan, for generating investment capital; bookkeeping; marketing; payroll; accounts receivable and payable; design and layout of all promotional materials. Responsibilities also included all technical needs of the business such as database design and administration; hardware/software procurement, installation and training; technical writing; design and maintenance of a real-time interactive voice response system used to deliver value-added products and services to the general public.

1989 - 1992

**Software
Engineer/Graphic
Interface Designer**

Scientific Applications
Int'l Corp. (SAIC)
Shalimar, FL/Eglin AFB

Responsibilities included design and implementation of a proprietary Macintosh-based, Graphics Display Application for illustrating missile/interceptor constellations and path data from Star Wars simulations for the Strategic Defence Initiative (SDIO) Joint Projects Office - Eglin Air Force Base, Florida. Additional responsibilities included writing a User's Manual for the Simulation Display App, as well as using UNIX-based Distributed Computing Design software for organizing large-scale computing design environments.. A "Secret" level security clearance was required for this job.

1988 - 1989

**Self-Employed
Computer Consultant**

Miami, FL

Clients were primarily small businesses and professional individuals in need of a broad range of computer and technically related services. Responsibilities included office automation, hardware/software recommendations, installation and employee training, software programming, writing user manuals, and graphic design and layouts of various marketing materials.

Professional and personal references are available upon request.

