

# Cynthia Andros

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**EDUCATION** University of Miami, Miami, FL 1986  
Bachelor of Science, Computer Engineering  
Dean's List

University of Paris/Sorbonne, France 1983  
Associate in French Language and Culture

**SKILLS & ATTRIBUTES**

Excellent communication, analytical and troubleshooting skills; very personable; aptitude for teaching; fast learner; resourceful/problem solver; proficient in & thrive upon both left- & right-brain activities

Languages: English, French

## WORK HISTORY

<p>1997- Present</p>	<p><b>Independent Contractor</b> Web Design, UI Design, SEO, Internet Marketing, Software Programming, Writing, Editing and Publishing, Graphic Design, Audio Recording, and Editing, Voice Overs, Podcast Production</p> <p>View Portfolio: <a href="http://www.pulaki.com">www.pulaki.com</a></p>	<p><b>Web Design, UI Design, Software Design, Internet Marketing &amp; SEO</b> Design, implementation and administration of various commercial web sites for large corporations, small business and individuals. Site designs range from large, password-protected, database-driven, retail sites, back door administrative sites, marketing brochures and Flash sales tools to simple business-card- sites meant simply to establish web presence. In most cases I have been responsible for copywriting and graphics creation in addition to web construction.</p> <p><b>Graphic Designer</b> Graphic design projects range from business cards, marketing brochures, posters, logo design and Power Point presentations to book covers and layouts.</p> <p><b>Writer/Editor/Publisher</b> Writing projects (technical and creative) include the creation of content, illustration and PDF generation of user guides, programming references, PowerPoint presentations and marketing brochures. Editing /Publishing projects involve highly-specialized financial newsletters for the web and books.</p> <p><b>Audio Editor</b> Web-based audio projects have entailed the creation of intro and exit recordings for web radio which included acquiring appropriate background music, writing and recording voice over and mixing the two. Additional projects involve audio editing and all aspects of posting audio podcasts on the web.</p>
<p>1994- 1999</p>	<p><b>Senior Engineer, Programmer, MIS Administrator</b> Telefyne Corp., Pace, FL</p>	<p>Responsibilities focused on all technical aspects of design and support for a Computer Telephony Services firm and included, but were not limited to: Real-time, interactive voice-response system design, implementation and administration using PC-based digital telephone switches; Database design and administration; Design, implementation, maintenance and training of both a full-featured, proprietary customer service administration software package, and corporate office administrative software with embedded SQL; Troubleshooting all of the above; Computer network administration; Voice recording; Creative writing; Technical writing; Web site design; Hardware/software procurement, installation, management and training.</p>
<p>1991- 1994</p>	<p><b>Exec. VP, Senior Engineer</b> Innovative Information Services, Destin, FL</p>	<p>Extremely broad responsibilities spanned almost all aspects of running a small telecommunications service business, including but not limited to: Writing and layout of a full-length business plan including pro formas for generating investment capital; Accounting; Marketing; Payroll; Taxes; Accounts receivable; Accounts payable; Graphic design and layout of all promotional materials; Creative writing/editing and voice recording. 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.</p>

**WORK HISTORY, CONTINUED**

<b>1989-1991</b>	<b>Software Engineer/Graphic Interface Designer</b> Scientific Applications International Corp (SAIC) Shalimar, FL/Eglin AFB	Responsibilities included design and implementation of a proprietary Macintosh-based, Graphics Display Application and User's Manual for illustrating missile/interceptor constellations and path data for the Strategic Defence Initiative (SDIO) Joint Projects Office - Eglin Air Force Base, Florida. Additional responsibilities included using UNIX-based Distributed Computing Design software for organizing large-scale computing design environments, as well as technical writing. A "Secret" level security clearance was required for this job.
<b>1986-1989</b>	<b>Self-Employed Computer Consultant</b> 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.

**COMPUTER & SOFTWARE KNOWLEDGEBASE & EXPERIENCE**

**Web & Design-Related Software & Programming Languages**

HTML, HTML5, DHTML, CSS, XML, JavaScript, AJAX, JQuery, ASP, ASP.NET, VBScript, PHP, Embedded SQL, MySQL, WordPress, Dreamweaver, Flash and Flash Scripting, Fireworks, Adobe Photoshop, Professional & Illustrator, PowerPoint, Excel, InDesign, Pagemaker, QuarkXPress, Robohelp

**Other Software & Programming Languages**

Pascal, Fortran, ADA, Basic, Visual Basic, Windows System Programming, Macintosh System programming, IBM DB/2, MS Access, Advanced MS Excel, SQL Server, VX-Rexx, various word processors, FileMaker Pro, FoxPro, 4th Dimension, Act, FrameMaker

**Hardware & Operating Systems**

MS Windows, Macintosh, UNIX, OS/2, NMS Digital Switching, T1 interfacing, some networking



Professional and personal references are available upon request.