

Sterling "Rip" Smith
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Professional Summary

I am a professional communicator with excellent writing and editing skills, with a broad computer competence to support those skills. I am an experienced manager with proven leadership skills. My employment history shows a consistent ability to learn new things and move to progressively greater levels of responsibility.

Website and Intranet

- Experience creating and maintaining commercial and organizational websites.
- Designed and Implemented the intranet for Multimedia Development Group, Williams Learning Network
- Experience with streaming audio/video technology, PHP/MySQL, and cgi/JavaScript implementations.

- www.FightingArts.com
- www.SterlingImages.com
- www.SterlingInteractive.com
- Office of Naval Research, Human Systems Dept.
- www.thistletop.com
- www.MansionMysteries.com
- www.marclub.org
- ares.k3xo.net

Writing and Instructional Design

- Researched and wrote a wide variety of multimedia, computer-based and video-based training materials, and technical presentations for my own company and for Williams Learning Network
- Served the chemical and process, healthcare, telecommunications, manufacturing, and general industries
- Developed materials for the corporate, industrial and research environments
- Knowledge of Instructional Systems Design
- Strengths include project management, training needs assessment, and translation of technical and regulatory information into language understandable to the appropriate level of trainees or employees.

Project Management

- Numerous video and multimedia training projects
- Software development (computerized course management system)
- Large live television projects such as multi-day teleconferences and telethons
- Developed and monitored schedules and budgets
- Supervised company employees and outside vendors
- Owned and/or managed several businesses from 1986 through 1996

Other Skills, Knowledge and Abilities

Software Certifications:

- Adobe Certified Expert (ACE)
Photoshop 5.0
- Microsoft Office User Specialist (MOUS):
Powerpoint, Word

Experienced with:

- HTML tools (Macromedia Dreamweaver with Coursebuilder, PHP, MySQL)
- Graphics and desktop publishing (Adobe Photoshop, Acrobat, Powerpoint)
- Windows 9x and Microsoft Office applications
- Still photography, digital imaging, television and video production, digital video

Sterling “Rip” Smith Employment History

- October, 1998-Present:** Instructional, Web, and PowerPoint design, graphics, photography/digital imaging, consulting contract assignments for a variety of clients.
Freelance Designer
Selected projects/clients: - **Wordpro, Inc.** – Instructional Writer/Designer, Web, PowerPoint, Graphics, for US Government customers including Office of the Comptroller of the Treasury and National Institute of Standards and Technology
- **Anadac, Inc:** Web site design, Office of Naval Research, Human Systems Dept.
- **eCommunities LLC** – Webmaster: Site design and management: web page design and implementation, graphics, image optimization, CGI scripts.
Ongoing project as of May, 2001: www.FightingArts.com
- **Blair Mansion Inn** – Web site Design: www.mansionmysteries.com
- **United Information Systems** – Powerpoint design and document production - in support of the Office of Naval Research and the US Army Medical Research and Materiel Command
- 1996 - 1998 (October)** Designed and produced CD-ROM-based training programs on mechanical maintenance, process plant operation, health and safety, and “Industrial Leadership” topics
Williams Learning Network
Instructional Designer/Producer
Lead designer on custom workstation “help” system for IBM
Responsibilities were research technical content, write/revise scripts, create overall design for CD-ROM unit, supervise all aspects of production, including schedules, budgets and quality assurance
- Selected Accomplishments: *“Bloodborne Pathogens in the Workplace”* (CD-ROM)
“HAZWOPER Introduction” (CD-ROM /Video)
“Industrial Leadership: Problem Solving” (CD-ROM / Video)
“Crestron Help System” (Custom CBT - IBM)
- 1994 - 1996** Full responsibility for all store operations including profit/loss, inventory control, personnel recruiting, hiring and training, merchandising and customer service
**Tandy Corporation/
Radio Shack**
Store Manager
Promoted from trainee to store manager in less than 90 days.
- 1986-1994** Produced and directed more than 70 video-training programs in the area of worker health and safety, including detailed explanations of OSHA regulations
**Target Communications/
Target Training Technologies**
Principal Owner/Partner
Writer/Producer/Director
Developed series of five computer-based training programs with a course management system (CMS) covering various aspects of safety in chemical and clinical laboratories
Responsibilities were instructional design, research and writing, interpretation and presentation of OSHA regulations, graphic design, and total project management
- Selected Accomplishments: *“The Mentor Series” - Five titles*
(Computer-Based Training with Course Management System)
“The Chemical Hygiene Standard Training Package”
(CBT/Video/Workbook/Handbook Package/Course Management)
“Feeling Good: The Ergonomics of the Compis Workstation”
(Video - AT&T)
“The Right Thing To Do: Hazard Communication
(Video/Handbook Package - BellSouth Corporation)
- Prior to 1986** Director of Special Projects, DCA Teleproductions: Produced and/or directed a variety of live and videotaped television events including video teleconferences for FEMA and EPA and major fund-raising telethons (March of Dimes, Easter Seals, etc.)
Taft Broadcasting