

DAVE PROVENZA

dprovenz@pacbell.net
408.499.3408

Graphic Designer Web Designer Content Writer Trainer

- Print Design • Web Design • Product Manuals & Datasheets
- Product Packaging • Software User Interfaces • Content Writing
- Sales Collateral • Corporate Identity

Highly motivated professional with experience in marketing, graphic design, teaching and web design. Creative and strategic thinker with effective communication and writing skills. Detail oriented and experienced working in a multi-task environment. Proven ability to design effective collateral and promote teamwork.



Proficient in:

*Photoshop CS2
Illustrator CS2
ImageReady 6.0
Acrobat 6.0
In-Design*



*Dreamweaver 8
Flash 8
Fireworks 8
Coursebuilder*



*Word XP
Excel XP
Powerpoint XP
Frontpage XP*

Microsoft®

*Quark 5.0 - JavaScript - CSS
DHTML - RoboDemo - Swish Max*

"Dave is fun to work with! He completes every project ahead of schedule, and continuously goes beyond the customers expectation. He is an incredible team player who will help anyone in order to get the groups goals accomplished." Angel Rampy
Corporate Education Manager
Nortel Networks

Clients



Hardworking
In demand
Responsible
Emphatically a team player
Meticulously detail oriented
Enthusiastic about my job

Most Recent Professional Experience:

Cisco Systems San Jose, Ca. 2005 – 2007

Webmaster - Legal

- Responsible for complete Legal Intranet conversion to new template design in order to make Legal consistent with the main intranet sites.
- Responsible for maintaining Cisco Legal Intranet sites for all groups in Legal Department world wide. Including web design, coding, and creation of custom artwork.
- Responsible for creating user interfaces for Legal IT applications. Including web design, coding, and creation of custom artwork.
- Adding and updating documents in Documentum, including publishing and promoting of documents.
- Responsible for creating micro sites for internal groups, and for building extranet sites for customer and attorney access.
- Providing needs assessments for new groups to determine their website needs and/or improvement areas.
- Acting as Legal Business Representative during inter-organizational functions, and software deployment.

Zultys Technologies Sunnyvale, Ca. 2004 – 2005

Webmaster

- Rolled out new corporate worldwide website with new look and feel and automated back end for easier maintenance and quicker international updates.
- Responsible for maintaining 6 sites (US, UK, AU, NZ, SE, CN). Responsibilities include content updates, translation, domain and email maintenance, as well as special request builds from different regions.
- Project Manager of Online Quotation Tool, from inception through daily maintenance. Responsible for project managing vendor on customization, as well as building out the backend product modeling for every price list revision. Used by over 245 worldwide partners and distributors.
- Created Flash demos for various products as well as worked with every department to handle their web needs.
- Responsible for maintaining corporate intranet, with current events, job listings, and creating and modifying internal group micro sites as needed.

Swing Solutions – Foster City, CA. 2000 – 2003

Graphic Designer / Webmaster / Content Writer

- Worked with Engineering and Sales to create accurate and engaging product manuals, datasheets, and website product pages for domestic and international distribution.
- Designed marketing collateral, based on focus groups, target audience interviews, and executive feedback. Print ads, web ads, tradeshow booth design and materials, in-store point-of-purchase displays, customer satisfaction surveys and market specific collateral.
- Created and maintained corporate external website, intranet, sales portal, and resellers' extranets with successful hit counts of over 5,000 hits per day.

PriceWaterhouseCoopers – Santa Clara, CA. 2000 – 2000

Graphic Designer / Sr. Trainer / Course Developer / Web Designer

- Customized stand-up courses for on-line distribution providing all graphic and web programming.
- Updated and tailored New Employee Orientation course for on-line world-wide delivery.
- Successfully facilitated needs assessments with organizations determining training requirements for employees and management.
- Evaluated external course offerings from outside vendors, and created custom courses to meet customers' specific needs.

Member of



DAVE PROVENZA