

# Paul R. Wade

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## Work Experience:

Sr. Programmer-Analyst / Sr. Multimedia Production Specialist  
Qualcomm, Inc. — IT Web Services / MIS Advanced Technologies  
San Diego, CA  
September 1996 to Present

- **Site Analysis / Design / Project Management / Documentation:** Design and implementation of large Intranet site for Qualcomm's Human Resources, Qualcomm Consumer Products Division, and IT/MIS Departments — including all site analysis, specifications development, project management, and ISO 9001 documentation fulfillment.
- **CGI Programming:** Implement various CGI (ASP, Tango, Javascript, and Perl) for Web dynamism, search/reports functions, and forms processing.
- **Server Administration:** Manage directories/files/groups/permissions on Unix and NT servers for web-related duties using Telnet, Samba, FTP/Fetch, and CDE/XWindows environments (through Mac- and NT-based Exceed software).
- **RDBMS Database Programming / Administration:** Use MS SQL Server (and Related Utilities) and Oracle NT for various tablespace setup, permissions, security. Use Tango/ODBC with Microsoft SQL Enterprise Manager/SQL Server and Oracle NT for Web-based database interactivity. Implement Perl scripting for various forms processing.
- **Security Administration:** Administration of user groups and authentication files (.nsconfig and .htaccess) on NT and Unix servers for group-level and user-level access privileges on web servers.
- **Site Prototypes & Design** (as Sr. Multimedia Production Specialist): Coordinate and/or perform various graphic design, illustration, scanning, .GIF animation, and advanced HTML (including tables, forms, and frames) and Javascript programming. Website programming for various special projects (web-based mail system, electronic timecard, materials req. submittals, benefits provider lookups, global applicant tracking systems, etc.).
- **Documentation / Editing / Research / Publishing:** Related research, editorial writing, and editing (using *Chicago/AP Stylebook* guidelines) and generation of related Adobe Acrobat (.PDF) format files. Coordinate production of internal technical documentation and manuals and related scanning, copy writing, and editing tasks. Use LiveLink 7, 8.
- **Training / Presentations:** Development of web style guidelines and "Web Developers' Toolkit" and various animated online tutorial systems. Organize/perform various prototype- and training-related presentations and technical workshops
- **Hardware:** Miscellaneous hardware-related tasks (CPU-related repairs, memory installations, etc.)

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## Work Experience *(continued)*

Webmaster / Supervisor of Publishing  
Foodmaker, Inc. (JACK IN THE BOX Restaurants)  
Creative Services Dept.  
San Diego, CA  
December 1994 to September 1996

- Analysis / Design / Programming of external website for FoodMaker, Inc./JACK IN THE BOX RESTAURANTS using HTML/Javascript. Includes all scanning and graphical design using Photoshop 3.X, and some CGI programming for forms and image map processing. Perform other Internet-related services.
- Use MacTCP, FreePPP, Netscape 2.02 (with Shockwave and other plug-ins), Eudora Pro, NewsWatcher, AnArchie, and Internet Phone software for various WWW-related tasks
- Supervise desktop publishing department staff members, including all project scheduling and delegation
- Coordinate production of internal technical documentation and manuals and related scanning, copy writing, and editing tasks
- Coordinate film generation/printing of publications with printing services department and/or outside printing services
- Mac Applications: Use QuarkXPress, PageMaker, Microsoft Word, Adobe Illustrator, Freehand, Fontographer, Photoshop, and MacDraw Pro
- Windows Applications: Use PageMaker, Microsoft Word, Corel Draw!, Photoshop, and AmiPro
- Coordinate scanning, cropping, and retouching of art (using Photoshop)
- Perform various network systems administration services (password change, hardware installation and configuration, software installation and training, etc.)

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## Work Experience (continued)

Associate Editor

*BioPharm Magazine*

*GPS World Magazine*

*Pharmaceutical Technology Magazine*

Advanstar Communications

Eugene, OR

September 1992 to December 1994

- Technical writing of all back-of-book departments (using Microsoft Word)
- Coordination of press releases for editorial inclusion in *Pharmaceutical Technology* and *GPS World* magazines
- Entry, editing, and layout of technical tables and figures
- Formula/equation layout and editing using Expressionist
- Coordination of art scanning and preparation with production staff and house artists
- Magazine layout duties (using QuarkXPress) for columns, articles, and back-of-book sections
- Master document preparation duties
- First edit of columns, articles, and feature stories
- Coordination of galley proofs with authors, columnists
- Postscript file generation, blue-line editing, and coordination of repro and film printing on linotronic printer
- Training of associate and assistant editors on above procedures and various software
- Development of training manuals and other specialized documents
- Moderated various sessions at *BioPharm '93* (Boston) and *BioPharm '94* (San Francisco) conferences

Publisher (Principal Partner)

*The Computer Monitor*

Aachen Press

Eugene, OR

April 1993 to January 1995

- General research, writing, editing, and other administrative, advertising, editorial, and distribution duties (use R:Base, WordPerfect 5.1, Microsoft Word, PageMaker 5.0)

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## Work Experience (continued)

Free-lance Production Editor  
*Brewing Techniques Magazine*  
New Wine Press  
Eugene, OR  
June 1994 to December 1994

- (Same editorial/production duties as Advanstar Communications, above.)

Graphic Production and Publications Manager (Owner)  
*The E Book*  
Eugene, OR  
July 1992 to December 1994

- Advertising sales and delegation to other sales staff; receipt and accounting of advertising funds
- Page layout using PageMaker 4.0
- Research and writing of editorial sections
- Coordination of linotronic printing, final printing, and distribution

Systems Administrator  
P.R.A., Inc. / R.C.I., Inc.  
San Diego & Costa Mesa, CA  
May 1987 to August 1992  
(Consulted through December 1992)

- Full systems maintenance of two Novell networks sites (entailing 62 nodes) using Ethernet (twisted-pair) protocol and shared HP Laserjet II/III printers. Including hardware installations, diagnostics/trouble-shooting, software installations, and day-to-day systems maintenance.
- Technical writing of proposals and training-technical manuals using WordPerfect 5.1, PageMaker 4.0, and Corel Draw 2.0
- Developed relational database applications (costing, proposals, scheduling, invoicing, etc.) using R:Base 3.1 software
- Software used: Q&A 3.0, R:Base 3.1, PCAnywhere III, Novell's SFT Netware, PageMaker 4.0, CorelDraw 2.0, Lotus 1-2-3, WordPerfect Office (E-mail software)
- Instructed and trained company personnel (supported over 60 computer users)

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## Work Experience (continued)

### Editor & Publisher

*The Sacred Earth Journal*

San Diego, CA

September 1990 to September 1991 (concurrent with above-listed job)

- Editor and publisher of *The Sacred Earth Journal*, an environmental quarterly
- Story assignment, writing, and copy editing
- Magazine layout and design (using WordPerfect 5.1 and PageMaker 4.0)
- Art production using Corel Draw 2.0
- Advertising solicitation, coordination, and design/layout
- Coordination of printing and distribution

### Free-lance Writer

June 1989 to Present (concurrent with above-listed jobs)

- Successful free-lance feature story writer / news reporter since 1989. Published various stories/items in *San Diego Home & Garden*, *GPS World*, *BioPharm*, *Pharmaceutical Technology*, *Brewing Techniques*, *Neighborhood Reporter*, *Sacred Earth Journal*, *Revolt in Style*, *The Void*, *Computer Bits*, *Media Focus*, and *The Computer Monitor*. Clippings of all articles are available upon request.

### Technical Writer / Programmer

Hill Refrigeration Corporation (through Kelly Technical)

San Diego, CA

February 1986 to February 1987

- Technical writing of training and software manuals using WordPerfect software
- Instructed and trained company personnel
- Programmed and operated IBM PC network

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## Work Experience (continued)

Associate Technical Writer  
Southern California Edison Company (through Kelly/Manpower Technical)  
San Onofre Nuclear Power Plant  
San Clemente, CA  
November 1984 to November 1985

- Composed/revised nuclear procedure documents using Wang word-processing system
- Devised forms and templates (NRC [Nuclear Regulatory Commission] Licensing Reports)
- Instructed and trained other staff members
- Maintained Nuclear Red Badge Security Clearance for “containment” area access

## Education:

- Journalism: San Diego State University, 1992. Awarded Kappa Tau Alpha Journalism Honor Society distinction.
- Diploma: Santa Fe Christian High, 1981.

## Achievements:

- Achieved 3.9 (out of 4.0 perfect score) in “Customer Service Ratings” — Qualcomm, Inc., 1998
- Winner of APEX '96 award for “Excellence in Website Design” — an international competition for “publication excellence” — for my JACK IN THE BOX Website design/editing, 1996
- Awarded Century Club honors for “Outstanding Editorial Performance,” Advanstar Communications, 1994
- Awarded Kappa Tau Alpha (Journalism Honor Society) Honors, 1992
- Awarded SDSU’s “Outstanding Magazine Work” honors for *Media Focus*, 1990
- Awarded “Outstanding Young Men of America” Honors, 1989

## Special Skills:

- Accurately type 90+ words per minute (per Mavis Beacon typing test).

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# Software Literacy:

## **Web-Programming Tools / Software:**

- HomeSite 3.0 (and 4.0 Beta)
- Visual Interdev 1.0, 6.0
- Tango Enterprise 2.X - 3.1
- Cold Fusion Studio/CFML
- BBEdit 4.5 (HTML editor)
- Fetch / FTP32 / CuteFTP
- Telnet 2.5, 2.6 / BetterTelnet / CRT 1.1
- Netscape Navigator 1.X-2.X (with various plug-ins)
- Netscape Communicator & Components (Netcaster, Collabra, Messaging, Page Composer, etc.)
- Internet Explorer 3.X, 4.X (with Active Desktop)
- Various Browser Plug-ins (In-Line Acrobat Reader, Shockwave & Flash, QuickTime/VR, etc.)
- MacTCP, FreePPP
- IIS 4.0X / Microsoft Personal Web Server
- Netscape Enterprise / Fasttrack Servers
- Various Web GUI Layout Tools:
  - MS Front Page
  - Visual Page
  - Claris Home Page
  - Netscape Navigator Gold
- Various Online Applications/Plugins: CU-C-ME, Real Audio, Beatnik, Marimba Castanet Tuner

## **Database Tools:**

- Microsoft SQL Server and Related Utilities (MS SQL Enterprise Manager, BCP Utility)
- OLEDB/ODBC Data Source Setup
- Oracle for Unix / NT (using SQL Plus 3.3, etc.) RDBMS
- MS Access
- Filemaker Pro
- R:Base 3.0, 3.1 (Relational Database)
- MS Query

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# Software Literacy (continued)

## **Web Graphics / Publishing / Documentation Tools:**

- Photoshop 3.X, 4.X, 5.0 (with Kai's Power Tools)
- GifBuilder (for .GIF animation)
- Adobe Acrobat Distiller/Exchange/Reader
- Freehand 5.5, Adobe Illustrator, and Corel Draw 3.0, 2.0
- QuarkXPress (Mac & Windows)
- PageMaker 3.X-6.0
- Fontographer 4.11 (Mac)
- Org Chart Plus
- ProCite (citation/article indexing)
- LiveLink 7, 8

## **Platforms / Operating Systems / Networking:**

- Windows NT, Windows 95, Windows 3.1
- Mac (System 7.X – 8.X)
- Sun Solaris platforms (using CDE / Xwindows, Exceed)
- MS-DOS 3.X+
- General Unix
- Novell Advanced Netware 2.11, 2.15, 3.0 SFT, and 4.0

## **General Utility Software:**

- Various Compression Utilities (Stuffit Deluxe, PKWare, WinZip, etc.)
- ProComm, Telix (and other DOS-based telecom programs)
- Norton Utilities (Windows, DOS, and Mac)

## **General Office Tools:**

- Microsoft Office Suite: Microsoft Word 4.X-6.0, Excel 5, Powerpoint 4
- Eudora Pro 3.X, 4.02
- Meeting Maker
- Anarchie / Newswatcher / MTNewswatcher
- Lotus 1-2-3
- WordPerfect / WordPerfect Office
- cc:Mail (E-Mail)
- Internet Phone
- Various Contact Management Software (ACT!, Touchbase, etc.)

## References:

Full references available upon request.