

Mike Anitas

435 Summit Avenue East #203 • Seattle, WA 98102 • (206) 714-5630

Summary

Several years' experience in the computer industry using, supporting, & teaching various Adobe & Microsoft applications. Expertise includes training, digital production, writing, leadership & extensive knowledge of software.

Training (see Training Addendum for details)

- Delivered Photoshop training for private client base: one-on-one & group settings
- Developed over 20 Photoshop training modules
- Presented 8 software-training classes (non-Photoshop)
- Created 9 software-training materials (non-Photoshop)
- Created & delivered more than 9 non-software related presentations & classes
- Taught 15-week long courses for 25 students each of freshmen & student instructors

Digital Production

- Created more than 50 PageMaker collateral pieces (i.e., greeting cards, catalogs, wedding invitations, 100+ page technical documents, & 15+ page directories)
- Streamlined & created handbooks, training materials, & awards using QuarkXpress
- Produced artwork, maps, & designs with Adobe Illustrator
- Scanned & corrected (sharpen & color correct) hundreds of images for private client base
- Updated & created content & graphics for a local school Web site using Adobe GoLive

Writing

- Wrote & edited 10 computer training & educational documents
- Re-wrote & edited 72 technical database documents that resulted in maintaining the team's productivity level during the absence of the technical writer
- Researched, wrote, & reviewed 163 technical documents
- Provided written technical support via email & web based forums

Leadership

- Technical Support Liaison with Printing Systems Development, Quality Assurance, & Marketing teams
- Organized & facilitated a weekly editing board that resulted in shorter meeting times, increased effectiveness, & increased participant satisfaction
- Assisted manager with supervision of a 10-person staff & daily operation of music store
- Led & motivated a committee of volunteers who planned several campus-wide events

Software

- Researched & resolved research-level technical issues for Photoshop, ImageReady, ImageStyler, ATM, File Utilities, PageMaker, font, & printer driver customers
- Proficient in Photoshop, ImageReady, InDesign, PageMaker, ImageStyler, & Word
- Proficient with Windows (XP, 2000, 98, NT) & Macintosh operating systems
- Working knowledge of Illustrator, Acrobat, GoLive, Excel, PowerPoint, Project, FileMaker Pro, and Lotus Notes

Education

Bachelor of Arts, Rhetoric & Communication, Kent State University, Kent, Ohio, August 1993

Continuing Education

- Principles of Project Management
- Printing, Publishing, & Postscript
- Color Correction in Photoshop
- PostScript for Support Engineers
- JavaScript for Non-Programmers
- Digital Color Management
- HTML Fundamentals I, II, & III

Work Experience

- 1/2000-Present: Trainer & Digital Production Artist in Photoshop, InDesign, & PageMaker; Self Employed. On going clients include Adobe Systems, Inc. 911 Media Arts, NPower Seattle, South Seattle Community College, North Seattle Community College and The Seattle Club of Printing House Craftsmen.
- 7/1995-12/1999: Senior Software Support Specialist; Adobe Systems, Incorporated
- 2/1995-6/1995: Software Support Specialist; Pace Network (Temporary Agency)
- 3/1994-2/1995: Lead Music Seller; Borders Books & Music
- 11/1993-3/1994: Administrative Assistant & Electronic Document Specialist; Woods & Associates (Temporary Agency)

Volunteer Commitments

- 5/2000-9/2004: CAMP Planner, Software Trainer, Office Volunteer & Newsletter Layout; Gay City Health Project
- 2/2000- 11/2001: Technology Committee & Web Master; Benjamin Franklin Day Elementary School

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Training Addendum

Current – **Instructor- Led**

- Photoshop Sequence of Steps (SOS)
- Photoshop Elements Sequence of Steps (SOS)
- Photoshop Techniques
- Photoshop Most Commonly Used Tools (usually delivered in two parts)
- Scan Resolution in Photoshop
- Photoshop Adjusting Color Basics, Auto Adjustments, & Manual Adjustments
- Photoshop Top Four Image Components
- Photoshop Scan Resolution and Scanning Basics
- Photoshop Special Effect Filters
- Photoshop Typical Workflow
- Photoshop Palettes

Current – **Self-Paced**

- Adobe Photoshop CS 2 for Adobe Technical Support & Customer Services
- Adobe Photoshop Elements 3.0 for Adobe Technical Support & Customer Services
- Adobe Audio & Video Products for Adobe Customer Service
- Customer Relationship Management (SAP) for Adobe Technical Support & Customer Service
- Adobe Photoshop CS for Adobe Technical Support & Customer Service
- After Effects 6.0 for Adobe Technical Support & Customer Service

Historical – **Instructor-Led**

- Photoshop Basics & Selections
- Hardware Issues in Adobe Photoshop, ImageReady & ImageStyler
- Introduction to Halftones & Scanning (co-author)
- Adobe GoLive Basics
- Integrating Technology to Better Deliver Your Mission
- Getting Down to Business - Integrating Technology
- Technology Additions for Adobe PhotoDeluxe 2.0 (co-author & co-presenter)
- AdobePS 4.2 User Interface
- Adobe Type Manager 4.0 & Adobe Type Reunion 2.0 (Panel Discussion)
- Overview of Adobe Type Products & Type 1 Fonts
- Beyond Brainstorming: Rejuvenating Idea Generation
- Nominal Group Technique
- Sexes at Work: Gender Communication
- Making the Most of Meetings (co-author & co-presenter)
- To Tell The Truth (co-author & co-presenter)
- Discussing Diversity: A Look Through The Kaleidoscope

Historical – **Self-Paced**

- Adobe ImageReady 2.0 Animations & Rollovers
- Adobe Photoshop 5.5 New Features
- Actions in Adobe Photoshop 5.x & 5.5 (co-author)
- 3D Transformations in Adobe Photoshop 5.x & 5.5
- Macintosh PostScript Printer Driver