

MARQUIS S. DUGGER

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<http://omosite.nystic.com>

Objective: To obtain an IT position that will utilize my education and experience.

Education:

Emmanuel College
B.S., Computer Information Systems

Franklin Springs GA
May 2006

Computer Environment:

Languages: JavaScript, HTML, CSS

Software: MS Office, Dreamweaver, Photoshop, InDesign, Flash Professional 8

Operating Systems: Windows XP

IT Experience:

Global Outreach
IT Coordinator

Bramwell, West Virginia
May 2007 – August 2007

Wrote documentation for troubleshooting various issues including: documentation for office backups and how-to articles for resetting the network switch.

Wrote knowledgebase articles including instructions: for uploading/downloading documents to the current website portal, how to perform office backups, pricing information and proposals for computer equipment (hardware and software), and inventory lists for hardware and software.

Developed databases using MS Access for storing contact information and current hardware and software inventory.

Created artwork and stationery using Photoshop CS2 and /or InDesign CS2 for the company website and for donation cards.

Created a small office network which enabled everyone located in the same area to print from one printer in the commons area of the group office, allowing us to cut printer ink costs by using one printer instead of six in addition to allowing users to share files.

Edited movies and video content.

Economic Justice Coalition
Webmaster

Athens GA
September 2006 - Present

Developed and maintained website for the program. Created content, adapted existing content to a Web-friendly format, created and maintained the logical structure of the content. Developed, researched, wrote/edited and created layout for new sections/features, as well as troubleshoot and repaired bugs and problems.

Used Dreamweaver to program HTML and uploaded pages to web sites. Assessed new standards, technologies and trends, and formulates strategies and plans for future enhancement of web site. Created enhancements and modifications to web sites; organizes and maintains the sites.

Used Adobe Photoshop to create logos for website.

Computer Lab Assistant
Lab Technician

Franklin Springs GA
September 2004 - December 2004

Answered questions about PC network and anti-virus software, as well as MS Word, Windows XP, and Linux installations. Established relationships with colleagues, students, and community that reflect recognition and respect for every individual.

Created image links, and ensured that links are up to date; updated information on pages and databases so that content is current. Ensured that images are delivered to the viewer at sufficiency high speed and quality. Produced a consistent visual image on the websites including maintenance of templates and image archives. Ensured that web sites are accessible from a variety of different environments.

Assisted with installation, upgrade, and removal of software from PCs. Maintained computers and printers. Assisted with computer assembly and service visits to student dorms.

Foreign Languages:

Spanish - Speak, read and write.

French - Present tense, passé compose tense, recent past and future tenses.