

Martin G. Raska
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QUALIFICATIONS

- Diverse professional background including experience in web and multimedia development, graphic design, news reporting, copy writing and editing, marketing, teaching, translating and interpreting
- Excellent communication skills; work well independently as well as part of team; thrive on pressure and deadlines
- Proficient in numerous applications for both PC and Mac, including Photoshop, Illustrator, Homesite, Dreamweaver, Flash, WebWeaver, QuarkXpress, PageMaker, WS_FTP, Fetch, and AP Leafdesk
- Working knowledge of several web technologies, including HTML, client-side scripting with JavaScript and WebSpeed, server-side technologies such as CGI scripting with Perl, and SSI, Windows OS, DOS, Linux, TCP/IP, DNS, FTP, HTTP and Telnet
- International experience includes work for the Slovak Ministry of Foreign Affairs and Slovak Television during Slovakia's first two years as an independent nation

EXPERIENCE

Part-time Instructor

June 2002 - Present

Cuyahoga Community College
Cleveland, Ohio

- Teach Web Page Authoring Fundamentals at Tri-C's Unified Technologies Center, Metro Campus

Senior Web Developer

Dec. 1999 - Present

Peerlis, LLC

Beachwood, Ohio

- Designed and developed a web-based Client Project Management (CPM) system, which operates as the secure interface medium between the development team and the client, allowing the client to monitor and evaluate the progress of their project
- Made significant technical and creative contributions to the development of *PeerContent*, an interactive, online management tool designed to allow clients to reduce costs by managing their entire business on the Web
- Created and implemented a five-step development process for all web and multimedia projects
- Work in cooperation with Internet Services Group to provide B2B and B2C clients with dynamic multimedia solutions for the web, utilizing leading-edge applications such as, DHTML, Flash and WebSpeed, and *PeerContent*
- Execute all design and production aspects of web projects, from initial consultation with client, graphic design, and page layout, to HTML coding, quality assurance testing, and file transfer to host server
- Assist Web staff in updating and maintaining more than 100 sites currently hosted by Peerlis' ISG

Copy Writer

Nov. 1998 - Dec.1999

Crowl, Montgomery and Clark, Inc.
North Canton, Ohio

- Executed all copy writing and editing duties for advertising agency
- Worked with creative director and graphic designers to produce sell sheets, newspaper and magazine ads, TV and radio commercials, catalogs and brochures, newsletters, direct mailers, installation manuals, certification tests, trade show booths, and other marketing collateral
- Responsible for the planning, design and development of company web site

Web Editor

Stark Summit SuperNet, Inc.
Massillon, Ohio

June 1997 - Oct. 1998

- Created and maintained *hometownohio*, a first-of-its-kind interactive community web for Stark County
- Worked in cooperation with sales department to create marketing concepts for *hometownohio*, such as "free stuff" and "*hometownohio* editorials"
- Designed and developed more than two dozen web sites for clients, including the first-ever comprehensive online information portal for The Massillon Tigers High School Football Team
- Supervised and carried out all production aspects of projects, from initial client consultation, graphic design, page layout, and HTML coding, to quality assurance testing, and final FTP to host server

Journalism Instructor

Ohio University
Athens, Ohio

Jan. 1996 - June 1997

- Taught, on a part-time basis, news writing to undergraduate students at E.W. Scripps School of Journalism

Sports Editor

The Athens Messenger
Athens, Ohio

Dec. 1995 - June 1997

- Executed all management duties of sports editor at 15,000-circulation daily newspaper
- Coordinated coverage of local prep and recreational, college and professional sports with emphasis on area high school and college coverage (12 high schools and Ohio University)
- Designed page layout and produced sports section six days a week
- Wrote and fit headlines; selected, sized and cropped photographs, wrote cutlines
- Utilized Internet, databases, e-mail and other applications for PC and Mac to produce and edit copy and graphics; made story and photo assignments

Researcher

Wackenhut National Research Center
Athens, Ohio

Aug. - Dec. 1995

- Conducted nationwide and international full-background research for pre-employment purposes, including civil, criminal, past-employment, education, reference and credit checks
- Contacted federal, state, county and municipal government authorities to locate criminal and civil records
- Prepared full-background reports for submittal to clients

Copy Editor

The Athens Messenger
Athens, Ohio

July 1994 - Dec. 1995

- Designed page layout; wrote and fit headlines; edited copy for grammar, spelling, style and length
- Selected and sized AP and local photographs, wrote and edited captions
- Landscaped and typeset local and AP wire stories

Assistant to the Director General

Slovak Television
Bratislava, Slovakia

Feb. - June 1994

- Accompanied Director General on official business, diplomatic and personal meetings
- Acted as interpreter/translator for the Director General
- Coordinated correspondence between Office of the Director General and foreign entities, including filmmakers, producers, advertisers, politicians and diplomats

Assistant to the Director

Slovak Ministry of Foreign Affairs
Bratislava, Slovakia

July 1993 - Feb. 1994

- Translated into English the speeches of Jozef Moravcik, the first-ever Slovak Minister of Foreign Affairs
- Served as English-language counsel to the Minister of Foreign Affairs
- Translated, edited and prepared official letters, statements, memorandums and press releases of the Slovak Ministry of Foreign Affairs
- Worked in cooperation with the Press and Information Departments in the creation, production and dissemination of English-language brochures and reports about Slovakia

EDUCATION***Certified Web Developer***

Technology Center
JOHN CARROLL UNIVERSITY
Cleveland, Ohio

Nov. 2001***Bachelor of Science***

E.W. Scripps School of Journalism
OHIO UNIVERSITY
Athens, Ohio

June 1993**CERTIFICATIONS/MEMBERSHIPS**

- Certified Internet Webmaster (CIW) Associate
- International Webmasters Association
- Ohio University Alumni Association