

# BRIAN SHIRA

415-595-2503

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## TECHNICAL SKILLS

**WEB:** Adobe Dreamweaver, Fireworks, Flash, MS Visual Studio

**GRAPHICS:** Photoshop, Illustrator, Fireworks (Adobe CS6)

**WEB/MOBILE PROGRAMMING:** HTML5, CSS3, JavaScript, Bootstrap, XCODE (IOS 7), XML, ASP.NET, C Sharp, Visual Basic

**MICROSOFT OFFICE:** Word, Excel, PowerPoint

**AUDIO:** Logic Pro X, Pro Tools

**VIDEO:** Adobe Premier, Pinnacle, Avid, QuickTime Pro

## PROFESSIONAL EXPERIENCE

### WEB SERVICES COORDINATOR

June 2007 - March 2013

*California Institute of Integral Studies, San Francisco, CA*

Oversee the development, maintenance and support of CIIS internal web-based applications. Administrator of the Student Portal, the Learning Management System (LMS), and Administrative Intranet. Provide end-user training and support documentation for web-based technologies. Produce and code HTML email marketing campaigns for Communications/Marketing department. Create graphic designs and optimize photos when needed. Contribute content via the CMS and create custom XML stylesheets for main external website.

### MULTIMEDIA SPECIALIST

July 2001 - June 2007

*California Institute of Integral Studies, San Francisco, CA*

Responsible for content for online education classrooms and company intranet. Developed policies and guidelines and training for faculty and staff in submitting content. Recorded audio/video of lectures and special events, edited and optimized raw audio, video, and image files for web delivery. Provided front line support for faculty, staff, and students for online education system. Occasionally designed graphic art and images for programs and workshops.

### OFFICE ASSISTANT

May 2000 - July 2001

*Real Restaurants, Inc., Sausalito, CA*

Performed bookkeeping and general office duties, data entry, and managed inventory database. Assisted with content updates for corporate websites.

### CUSTOMER SERVICE AGENT

August 1998 - January 2000

*Ram Print and Communications, Mill Valley, CA*

Performed complex copy jobs to order and assisted customers with self-service copying. Troubleshooter for copy machine malfunctions. Initiated nightly backup of customer and transaction databases. Used Photoshop and Illustrator to design logos, flyers, letterhead, and business cards.

### KEY STORE SECURITY AGENT

October 1996 - August 1998

*Tower Records and Books., Greenbrae, CA*

Responsible for loss prevention, inventory and cash control, and general security of the premises. Performed internal investigations, OSHA safety audits and administered regular inventory. Completed corporate reports detailing thefts and injuries.

## EDUCATION AND COURSE WORK

### CONTINUING EDUCATION

HTML5 & CSS3, Bootstrap, Google Analytics JavaScript, ASP.NET, LISTSERV by L-Soft, Microsoft Visual Studio, XML, C Sharp, XCODE - IOS Programming, Expression Engine CMS, Vertical Response, Salesforce.

### ASSOCIATES OF SCIENCE - WEB AUTHORING AND PROGRAMMING

College of Marin 2001

Coursework: Beginning and Intermediate HTML and JavaScript, Audio for the Web, Multimedia Production, Business of Multimedia, Software Applications/Digital Authoring and Graphics, Integration of Authoring Systems, Multimedia Portfolio, Graphics for Multimedia, Flash Graphics and Scripting, Adobe Photoshop and Illustrator, Macromedia Dreamweaver, Flash, Fireworks, Freehand, and Director.

### CONFERENCES

JAM - Jenzabar Annual Meeting. (Management and ERP software)

SALT - New Learning Technologies Conference. (Education related technologies)