

James Langston

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Objective

A challenging position where I can utilize my web and graphic design skills. Open to opportunities for projects that involve developing innovative and technically challenging print and multimedia.

Summary

- Ten years experience in Technical Writing, primarily in software user manuals and procedures and process documentation, as well as five-six years in web design/development, with a demonstrated interest and ability to learn new technologies and applications
- Experience with web-based publishing, working with software engineers and developers
- Knowledge of all Windows platforms, including IIS web server administration
- Excellent verbal and written communication skills,

Employment History

Best & Kluny, Richmond, VA

Desktop Publisher, 1997 - Present

- Responsible for designing document styles in Ventura Publisher to match corporate standards
- Solved technical problems with Ventura Publisher in a multi-user LAN environment, including programming in GW Basic and DOS batch
- Converted text from the Xerox Office system to the PC and desktop publishing
- Wrote and proofread numerous user guides and other published documents

Funky Media Productions, Miami, FL

Desktop Publisher, 1993 - 1997

- Created various layouts and designs for Better Homes' advertisers
- Completed various DTP prepress image processing jobs for the magazine
- Designed and created various covers for occasional supplementary and bi-annual publications

Education

Bachelor of Arts, Graphic Design, 1993
University of Richmond, Richmond, VA