Thomas J. Hoff

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Education

1999-2003   **DePaul University**   **Chicago, IL**

- Bachelors of Science in Human-Computer Interaction; Concentrated in Computer Science/Usability Engineering, applied psychology, and fine and graphic arts

Computer Skills

- Web-based: ASP .NET/3.0, SQL/DML, VB & Java Script, HTML, CSS, XML technologies
- VB and Java Programming
- Advanced Experience with Microsoft Office Suite and VBA programming
- Adobe Photoshop/Illustrator, Macromedia Suite, TurboCAD, and Quickbooks
- OS knowledge of DOS, Windows (3.1/98/ME/XP/NT), Linux, and Mac OS
- Web/Server experience with Microsoft SQL Server, IIS, Exchange, and NT servers
- Hardware and technical skills (networking, upgrading, troubleshooting, help-desk)

Relevant Work Experience

2002-March 2006   **Steans Center (DePaul U.)**   **Chicago, IL**
http://cbsl.depaul.edu
http://servicelearning.depaul.edu

- Designed logo/identity and website for use by the University Community and two-hundred Community Partners, receiving over 500 hits per day.
- Streamlined workflow, improved data integrity, and adapted existing paper-based record keeping by creating back-end SQL Server Database (table, structures, etc.) and several front-end Access DB Applications to maintain and report the data.
- Designed and maintained a web-based interface to SQL Server back-end database to allow access to records by thirty employees from two offices and various home locations. Continually worked with colleagues and end-users to improve systems.
- Generated various reports for funding purposes and provided end-user support for MS Office and other applications.

1999-2001   **Electronic Search Inc.**   **Rolling Meadows, IL**

- Worked as webmaster for technical recruiting firm: designed various graphics, created HTML based marketing/promotional e-mail for quarterly newsletters to over three-hundred recipients, maintained intranet for three-offices and twenty-five employees, developed web-based applications adapted to existing software, positioned site on search engines, collected and maintained usage statistics.
- Assisted accountant and performed clerical duties.

Additional Experience

- Edited weekly newsletter for Arlington Heights Rotary Club and maintained club's website
- Created marketing collateral for Fibromyalgia and Trigger Point Clinic
- Conducted a free, three-hour HTML and Web project workshop with a colleague to provide basic HTML skills to interested community members. The end result was a personal home page for five participants.
- Provided freelance consulting on various technologies including web based data entry using ASP and MS Access. Worked with clients to outline strategies to translate general concepts into technological solutions.
- Volunteered with a one-on-one tutoring program with the PACE institute of the Safer Foundation at the Cook County Department of Corrections (1.5 years).