

IAN LAWRENCE F. GALLARDO

www.iangallardo.com

CONTACT

ian@iangallardo.com
248.943.4598

KNOWLEDGE

Software

Adobe Creative Suite 3 (Photoshop,
Dreamweaver, Illustrator, Fireworks)
Windows XP / Mac OS X
Microsoft Office Suite

Skills

HTML / XHTML / CSS
Illustration / Graphic Design
Photography / Post Production
Computer Hardware Installation / Updating
Low Voltage System Installation (CCTV)
Troubleshooting / Problem Solving
Technical Support

EDUCATION

MICHIGAN STATE UNIVERSITY COLLEGE OF
COMMUNICATION ARTS AND SCIENCES
BA in Telecommunication, Information Studies
and Media
East Lansing, MI September 03 – May 07

MOMENTUM INTEGRATION ENTERPRISES, Inc.
Employee

Farmington Hills, MI May 2007 – Present

Working in collaboration with Momentum Integration expands my abilities beyond the web. Projects include network installation for medium to large businesses as well as phone and surveillance systems.

WEB DEVELOPMENT

Self Employed

MI May 2007 - Present

I provide solutions to clients interested in high quality websites. Starting from scratch or incorporating existing content, I strive to create content based on their specific needs.

MICHIGAN LONG TERM CARE PARTNERSHIP
WORKFORCE BACKGROUND CHECK PROGRAM
Help Desk Technician

East Lansing, MI October 2006 - May 2007

During my internship with the program, I developed my troubleshooting and technical support skills addressing user issues with the web-based system via phone and email. My internship requirements were fulfilled by publishing a training manual for future technicians.

MSU OFFICE OF CULTURAL AND ACADEMIC
TRANSITIONS

Website Content Manager

East Lansing, MI October 2006 - May 2007

As web content manager, I was charged with keeping content current and engaging. As part of the office, we developed content geared toward undergraduate development and achievement.

** References available upon request. For examples of my work, please visit www.iangallardo.com **