

# Jules D. O'Guin

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## SUMMARY

Fourteen years' experience in website design. Eight years' experience in information technology and computer system maintenance and administration. Two years' experience in content management and social media.

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## EDUCATION

### **Community College of Vermont, Springfield, VT.**

Dual Associate of Science degrees in S.T.E.M. Studies and Information Technology

Specialization: Network Administration, Computer Systems Management

2016 – 2019

#### *Related Course Work:*

- ✓ Windows and Linux Systems Administration
  - ✓ Desktop Operating Systems
  - ✓ Management Information Systems
  - ✓ Local Area Networks
  - ✓ Computer Applications
  - ✓ PC Hardware
  - ✓ Computer Security
  - ✓ Project Management
  - ✓ Technical Writing and Research
  - ✓ Computer User Support
  - ✓ Java Development
  - ✓ Website Development
  - ✓ Computer Science
  - ✓ Small Group Communication
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## RELEVANT PROFESSIONAL EXPERIENCE

### **IT Intern, Vermont State Colleges System** (Montpelier, VT., remote) June 2019 – August 2019

Developing the framework for a comprehensive IT Disaster Recovery Plan for the Vermont State Colleges System.

### **Freelance Computer Administration and Repair** (remote) 2011 – Present

Building, configuring, reformatting, repairing, optimizing, and maintaining various Windows PCs, offering computer repair and administration services. Experience in installing hardware and software, system optimization, maintenance, data recovery, and troubleshooting.

### **Freelance Website Designer** (remote) 2004 – Present

Designing and building websites in HTML, CSS, Wordpress as well as other PHP environments. Solid understanding of search engine optimization (SEO), graphic design, and a strong focus on engaging and communicating with clients while working within the boundaries of client expectations to produce vivid, eye-catching style while making clients feel the finished product is 100% their own vision. Offering training, tutorials, and support; empowering clients so they can actively manage and maintain their websites competently and confidently after the design is done.

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## CIVIC AND VOLUNTEER EXPERIENCE

### **Social Media Specialist, Institute of Electrical and Electronics Engineers (IEEE), Green Mountain Section** (Northfield, VT., remote) January 2017 – Present

Managing the IEEE Green Mountain Section's social media, keeping the membership up to date on engineering topics and learning opportunities, and providing the public with an active and engaging Facebook presence.

**Housing First Standing Committee Member, Windsor County Representative, Pathways Vermont**

(Springfield, VT., remote) March 2018 – Present

The Pathways standing committee meets quarterly to discuss program issues and challenges, to provide feedback, and to ensure program quality for all clients throughout the state of Vermont.

**Guest Speaker, Pathways Vermont** (Burlington, VT.) March 2017

Guest speaker at Pathways Vermont's 2nd Annual Breakfast Fundraiser to raise awareness of how Pathways helps our communities and serves people in need.

**Website Designer, Upper Valley Habitat for Humanity** (White River Junction, VT.) October 2017 – November 2017

Redesign and website development for the Upper Valley Habitat for Humanity non-profit organization, bringing modern function and style with rich features and easy maintainability for their administrative staff.

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**ORGANIZATIONS**

Association for Computing Machinery, member

Decision Sciences Institute, member

Epsilon Pi Tau International Honor Society, member

Institute of Electrical and Electronics Engineers, member

National Coalition for the Homeless, member

Phi Theta Kappa Honor Society, member

Vermont Center for Independent Living, member

Vermont Technology Alliance, member

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**LEADERSHIP AND HONORS**

**Honors, Community College of Vermont**

2016 – 2019 — Received President's Honors in every full-term semester of enrollment at Community College of Vermont. Extensive positive feedback from instructors regarding the quality of work and work ethic.

May 2019 — Initiated into the Epsilon Pi Tau International Honor Society for Technology. Epsilon Pi Tau recognizes academic excellence in the study of technology and the preparation of technology professions.

March 2019 — Initiated into the Phi Theta Kappa Honor Society for two-year colleges.

December 2018 — Received the C.V. Starr Scholarship for academic achievement in the spring 2019 semester.

**Community of Student Representatives, Community College of Vermont**

November 2018 — Collected donations for typhoon victim relief efforts through my college.

November 2017 — Offered a financial literacy workshop to help students identify smart financial choices.

May 2017 — Dispersed information about local nonprofit organizations, educated residents about volunteer opportunities and how to donate to our community's charitable organizations for Vermont Give's Day of Giving.

November 2016 — Collected donations to disperse to area homeless shelters and educated students about volunteer opportunities in our community for Hunger & Homelessness Week.

**Undergraduate Student of the Year, Institute of Electrical and Electronics Engineers, GMS**

October 2018 — Received the Institute of Electrical and Electronics Engineers Green Mountain Section Undergraduate Student of the Year award in 2018 for outstanding performance in undergraduate studies and volunteer administration.