

# OWEN B. AUMAN

## OBJECTIVE

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A responsible position in the operation of all aspects of an organization web presence.

## WORK EXPERIENCE

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1997 - Present North Carolina Office of the State Controller Raleigh, NC

### *Computer Consultant*

Responsible for coordinating with all areas of the OSC for the development of content for publication on the web site, editing the content for web appropriateness, grammatical correctness, and formatting it to meet the standards of agency web publications.

Assisted with the development of web site-related standards and policies. First point of contact for web site users with technical or informational inquiries. Programming PERL CGI scripts to automate processes when possible. Monitor the use of the web site on a monthly basis to evaluate which information is most useful and which information needs to be updated. Evaluate and recommend software for the web team and make recommendations for the customization of web hardware to meet agency needs.

Document web team processes and procedures. Develop graphics of an appropriate type, size, format, and content for the agency web site. Coordinate with the ITS State Portal Team to keep links from the portal to the OSC web site updated. Educate agency employees in regards to formatting and converting documents for the web. Assist with NCAS training documentation when needed. Assist with the modification of LDAP-enabled application to track statewide agency contacts (State Contacts Directory).

Support the NCAS Computer-Based Training (CBT) modules. Implementation of HeatWeb, the web interface to the helpdesk ticketing software, allowing NCAS users to forgo calling the helpdesk and instead enter a ticket through the web, thereby reducing the load on the helpdesk. Also assisted with the initial conversion of data from an Access database to the HEAT database. Maintain the OnTrack training registration software, including responsibility for updates, writing and running reports, and assisting with user support. Create Adobe Acrobat documents and interactive forms. Support agency employees with application-related difficulties, including Framemaker, Acrobat, Netscape Mail and Calendar, Internet Explorer, and the Microsoft Office suite. Serve on working groups and project teams when necessary, such as the E-Procurement Communications Team.

### Major projects:

- Conversion of statewide accounting system documentation from RoboHelp windows help format to a dynamic, online web site of more than 5000 pages accessible 24/7 by all users of the North Carolina Accounting System (NCAS) as their primary source of information, status, and procedures relating to the NCAS.
- Development of PERL script to process information entered into a web accessible form by NCAS users to process their month-end certification, reducing the number of calls to the NCAS helpdesk by eliminating the need for NCAS users to call the

helpdesk to complete the certification process.

- Development of a web-accessible flat-file database system that allows attendees of OSC seminars awarding CPE credits to generate and print CPE acknowledgement certificates over the internet, eliminating the need for OSC to allocate a budget for certificate printing costs.
- Development of web accessible flat-file database that collected agency surveys through the web for Phase I of the Business Systems Infrastructure Project.
- Development of the OSC Intranet, including the System Administration Guide (SAG) which contains all of the OSC-specific processes relating to the administration of the SAG, and the OSC Policies and Procedures manual.
- Implementation of the World Wide Web Consortium's Web Accessibility Initiatives, bringing the OSC web site into compliance with federal standards, lowering the risk of litigation and making the site accessible to users with various disabilities or limited access to internet technologies. Developed the work plan for this project, set timelines, monitored progress, formulated new standards for web publications, and disseminated information about the new standards to the appropriate employees.
- Developed a web interface to a flat-file database and a corresponding PERL script to allow OSC employees to update the OSC NCAS System Status Page, Payroll System Status Page, and the Electronic Payment System Status Page, as a way of effectively and efficiently updating the users of those systems with information about technical issues and down-time.
- Developed a password protected interface to allow NCAS users to download the NCAS CBTs when they need to meet a prerequisite for a training class.

1996 - Present Self-Employed

Contract web development, including site design, coding, web programming, graphic design, documentation, and knowledge transfer.

Summer 1996 DownTown Anywhere Boston, MA

*Web Developer*

Responsible for web design, graphic design, and scripting for company website. Also provided technical documentation for CGI scripts. Major project included design of an animated logo for a company project.

1995 - 1996 Housing & Residence Life, NCSU Raleigh, NC

*Web Developer*

Responsible for design, coding, and maintenance of division web site. Held meetings with and coordinated information from Resident Life Coordinators for publication on the division web site. Major project included programming a web application using PERL to connect to a web-enabled SQL database to allow students to update their mailing address over the internet.

## VOLUNTEER EXPERIENCE

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2004                      NCFTM                                      Greensboro, NC

*Webmaster*

Responsible for all aspects of developing and maintaining the organization's web site. Specific responsibilities include:

- Determining possible web hosts, evaluating each option, and determining the host that best fit the organization's need.
- Registering appropriate domain names, ensuring that the organization will be visible on the internet.
- Developing a web site design that will be functional, user-friendly, and accessible to a wide-range of people.
- Assimilating ideas and suggestions from group members into the design of the site.
- Coordinating content development and editing content to be web appropriate, grammatically correct, and correct.
- Evaluating and choosing appropriate interactive modules for the web site, including discussion boards and mailing lists.

2004                      Fountain of Youth                                      Raleigh, NC

*Webdesigner*

Responsible for the design of company web site. Specific responsibilities include:

- Recommending potential web hosts that fit within the company-defined constraints of price and available functions.
- Researching and recommending appropriate domain names.
- Manipulating the tools offered by the web hosts to create an aesthetically pleasing web site that meets the needs of the company and the users.

1999-Present      Animazement                                      Durham, NC

*Webmaster*

Assisted with the maintenance of the organization web site. Assumed complete responsibility for the development and maintenance of organization web site in 2001.. Specific responsibilities include:

- Coordinating effort with the organization president to ensure the web site encompassed all necessary areas.
- Edited and formatted content from other organization divisions for publication on the web site.
- Creation of the overall design and layout of the web site.
- Manipulated existing logo and graphics for use in current site to maintain the organization's recognized appearance.

- Assisted with the editing of the "Con Book" given to each attendee at the organization's annual convention.

2003                      Communities in School Wake County                      Raleigh, NC

*Tutor*

Responsible for a one-hour per week literacy tutoring session with a kindergarten student.

#### AWARDS RECEIVED

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3<sup>rd</sup> Place 2004 North Carolina State Fair Web Design Competition

Summer 2004 President's List (4.0 GPA) - Strayer University

#### EDUCATION

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Currently pursuing a Bachelors Degree in Database Technologies at Strayer University.

Coursework from Strayer, NCSU, Wake Technical Community College, and other educational institutions is attached.

Career-related seminars and certifications include:

- JAVA I, North Carolina State University Computer Training Unit
- Macromedia DreamWeaver Basics, OSP/WTCC
- Adobe Framemaker Boot Camp, BrightPath
- Adobe Framemaker Basics, BrightPath
- Typing Speed and Accuracy, 73WPM, certified by BrainBench.com, transcript #5217546

#### REFERENCES

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Available upon request.