

Philip Tobias E-mail: PhilTobias@aol.com • Fax: 303/447-2156

1750 30th St, #603 • Boulder, CO 80301 • 303/447-2503

Resume Objective

Business communications (writing, electronic publishing, photography, multimedia)

Qualifications

Internationally-published, award-winning business communicator

Summary of Skills & Business Expertise

- **Communicator:** Advertising, business marketing & collateral, multimedia, public relations, Web sites
- **Versatile writer & editor:** Ads, audio/video scripts, books, brochures, direct mail, e-learning courses, magazine articles, marketing collateral, multimedia, newsletters, online help systems, press releases, product sell sheets, technical writing, training & tutorials, user manuals, white papers, Web sites
- **Graphic artist:** Concept & layout, electronic publishing, preflighting & prepress, printing, typography
- **Professional photographer:** Commercial or portrait, studio or location, still or video, digital imaging
- **Business manager:** Business plan & startup; business administration; budgeting, forecasting, tax planning; human resources & contract workers; marketing & analysis; strategic development; supplies & vendor relations; training or courseware; trouble-shooting & problem solving
- **Computer consultant:** Database design & management; desktop publishing; DVD & CD replication; help systems; imaging, OCR, scanners; storage; systems, utilities; technical support, quality assurance; Web sites: ASP/PHP programs, FTP & networks, GIF & JPEG graphics, HTML & CSS, JavaScript, MySQL
- **Windows/Mac software expert:** Adobe Captivate, Creative Suite CS3 (Acrobat & Distiller, Dreamweaver, Flash, Illustrator, InDesign, Photoshop), FrameMaker, FreeHand, Photoshop Lightroom, Premiere; Articulate Presenter Pro; Doc-O-Matic; HelpLogic; Microsoft FrontPage, Office (Excel, PowerPoint, Word), Visio; OmniGraffle; OpenOffice; Paint Shop Pro; QuarkXPress; RoboHELP HTML; SiteGrinder; VueScan
- **Editor:** *A Guide to Color Management and Prepress, A Guide to QuarkXPress, A Preview to QuarkXPress, Global Communications: A Guide to International Publishing, QuarkEd (Books I & II), What's New?*

Employment

2004–Present Technical and Marketing Communicator

Duties: Write, edit, photograph, design, publish: Ads, datasheets, e-newsletters, graphics, multimedia, technical documents & user manuals, user interfaces & interactions, Web sites

Highlights: Created technical & marketing communications for clients in various industries

2003–2004 Marketing Communications Professional

Aircell, 1172 Century Drive, Suite 280, Louisville, CO 80027

Duties: Design, photograph, write, edit, publish: Advertising & marketing collateral, graphics, presentations, technical documents & user manuals, trade show signs, Web sites

Highlights: Developed a variety of marketing & technical publications; redesigned Web sites

1998–2002 Senior Technical Writer

Eclipse, 5340 Airport Blvd., Boulder, CO 80301

Duties: Write, edit, photograph, design, publish: Ads, brochures, e-learning, multimedia, marketing collateral, technical documentation, online help, signs, Web & intranet sites

Highlights: Led team for interactive, multimedia e-learning program development; started in-house marcom and graphics services; prototyped online help systems

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Employment (continued)

- 1996–1998 Copy Editor
Quark, 1800 Grant St., Denver, CO 80203
Duties: Edit, write, publish: Ads & marketing collateral, CD-ROMs, FAQs, online help, ReadMe files, technical books, training tutorials, TechNotes & Web site content
Highlights: Produced easy-to-read documents for two million users worldwide
- Sold in 1995 Founder and Director
Tobias Photo/Graphics, 3610–14 Morrison Rd., Denver, CO 80219
Duties: Business management, advertising & marketing, human resources & training, photographer, graphic designer & desktop publisher, writer
Highlights: Managed a successful communications business; thousands of happy clients

Education & Training

- Miami-Dade College, Miami, FL
- H.O.M. Seminary, San Francisco, CA
- Continuing professional education, including:
Adobe InDesign Prepress Workshop; Adobe Photoshop Training Camps; Adobe Web Tools; Building Rich Internet Applications Using ColdFusion, Dreamweaver, and Flash, plus Web Site Accessibility; Editing Digital Videography & Authoring DVDs; E-mail Marketing; Grant Writing; Instructional Design Methods; Online Marketing and Sales Strategy

Extensive Media & Publishing Experience

Advertisements, annual reports, books, brochures, cards, catalogs, discs, magazines, multimedia, newsletters, newspapers, press kits, signage, videos, World Wide Web
Publications: *Aviation International News, Business & Commercial Aviation, Denver Magazine, Distribution Sales & Management, Equipment Leasing & Finance, Equipment Leasing Today, KMGH-TV, MacGuide Magazine, Rocky Mountain News, Security Management, Studio Light, The Denver Post, The Rangefinder Magazine, TV Guide, Westword, and many more*

Professional Memberships & Honors

- Past President of Boulder Writers Alliance (BWA)
- 2001–2008 BWA Steering Committee member or Web site Database Administrator
- Cofounder & Sponsorship Coordinator of Denver Metro E-Learning Developers (DMELD)
- Society for Technical Communication: Three Awards of Merit, Two Awards of Excellence
- Judge at Society for Technical Communication Online Publications Competitions
- Eastman Kodak book, feature subject: *Marketing Professional Photography*
- Biographee: *Who's Who in the Media and Communications*

Other Skills & Interests

- Volunteer for humanitarian, civil rights, and publishing nonprofit organizations
- 1999–2008 volunteer Webmaster and E-mail List Moderator for a nonprofit
- Contributor to Web, publishing & photographic industry online forums
- Competitive basketball player

References & Work Samples

Browse references, client list, and work samples at www.PhilipTobias.com