

Robert Daverin

P.O. Box 2464
Redwood City, CA 94064-2464
(650)598-9653 – home (415)272-2782 - cell
Email: Bob@EagleUnltd.com

Summary:

- Writer with over nine years paid & volunteer experience in writing end-user documentation, newsletters and other publications.
- Graphic artist with over seven years paid and unpaid experience working with various software packages and delivery media
- Capable of inter-departmental communication and interaction to achieve goals.
- Able to meet or exceed goals with minimal supervision.

Technical familiarities:

- Mac OS, Windows, OS X, Unix, Palm
- Acrobat, BBEEdit, Dreamweaver, Fetch, Illustrator, InDesign, Microsoft Word, Microsoft Office, NeoOffice, PageMaker, PhotoShop

Experience:

Graphic Designer/Owner Dec. 2004 – Present

Eagle Unlimited Enterprises, Redwood City, CA – Owner

- Responsible to clients for creating custom graphics and utilizing customer graphics to produce flyers, postcards, advertisements and booklets.
- Created low-maintenance website for client using PHP and CSS.
- Maintaining and improving skills in graphic creation and layout.
- Also responsible for billing and record maintenance.

Macintosh Repair Technician Nov. 2003 - Present

Baker-Tech, Selma, CA - Sup. Gary Alexander

- On call repair technician for Macintosh computers. Diagnose & repair Macintosh systems remotely and on site.

Artist Oct. 2003 - Present

Broken Hexagon Studio, Redwood City, CA – Owner & Principal Artist

- Art studio specializing in photographic manipulation.

Software Quality Assurance Engineer, Project Lead Oct. 1999 - June 2002

Ricoh Silicon Valley, Cupertino, CA - Sup. Sandy Tompkins, Christi Koz, Renne Carrasco

- Tested the web-based user and administrative front-end interfaces, as well as the Unix back-end, of a document management system.

Publications Division Co-Manager Sept. 1999 – Sept. 2002

ConJosé, Fremont, CA (volunteer)

- Produced and supervised production of progress reports, at-con publications and on-site newsletter for 5,000-person special interest convention.
- Coordinated submissions from multiple departments.
- Generated copy and documents on tight deadlines.
- Updated and maintained website until site was mothballed over a year after the event was over.

Software Quality Assurance Engineer Apr. - Aug. 1999

Preview Systems, Cupertino, CA - Sup. Paul Montgomery & Bill Mosca

- Performed compatibility, functionality and installer testing.

Software Quality Assurance Engineer Jun. 1998 - Jan 1999
Apple Computer, Cupertino, CA - Sup. Cyril Carag, Robert Wright & Everett Castillo
· Performed compatibility, functionality and installer testing for new hardware and software systems in development.

Software Quality Engineer Oct. 1997
Alta Vista/Digital Equipment, San Mateo, CA - Sup. Catherine Fong
· Tested Personal Edition of Alta Vista search engine for Windows 95/NT.

Software Quality Assurance Engineer Jan. 1996 - July 1997
Apple Computer, Santa Clara, CA - Sup. Jan Jubera, Terry Hanna, Vivian Tillman, Ruth Hieta, Jim Marschke & Jennifer Ruff
· Third party application compatibility testing of a Postscript laser printer and driver.

Software Quality Assurance, lead tester Feb. 1995 - Sept. 1995
Digital Pictures, San Mateo, CA - Sup. Dave Popovich & Randall Hughes
· Lead tester for educational & game software on both Mac and DOS systems.

File Clerk/Bookkeeper June 1992 - Jan. 1995
Low, Ball & Lynch, Redwood City, CA - Sup. Dee Dimitri
· Maintained up-to-date computer tracking on all files & evidence for 18-20 lawyer office.
· Responsible for monthly billings to tenants and for collections work for the entire firm.
· Extensive computer and network usage.

Quality Assurance Tester Aug. - Dec. 1989
Computer Curriculum Corp. - Sunnyvale, CA - Sup. Ra Amen
· Responsible for comprehensive testing on multi-user educational software based on a multi-platform network.

Education:

- Studied computer science/programming, communications/linguistics, art, paralegal and general education subjects. Colleges attended were Bakersfield College (1978-1981), Cañada College (1985-1986, 1991-1993, 2003) & Sonoma State University (1986-1989).

Other Experience:

- Worked on staffing, organizing, budgeting and operating various volunteer organizations for over twenty years, managing teams of up to 10 people over a 9 month period each year.

Other Skills/Training:

- Technical writing
- MIS design and operations
- Architectural Drafting (Manual)

Robert Daverin – (650)598-9653