

Duncan H. Gibbs
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Portfolio and resume online at www.duncangibbs.net

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WEB PRODUCER SKILLS

Front-end Web design and development, content editing and publishing, project management.

Coding: ASP (VBScript), ASP.NET 1.0 (C# and Visual Basic), CSS, DHTML, JavaScript, PHP, SQL, XML.

Multi-media: QuickTime 6 Pro.

Database Design/Administration: MySQL, SQL.

Tools: Adobe Acrobat, Illustrator, InDesign, Photoshop; Aldus PageMaker; BBEdit code editor; Fetch (FTP); Macromedia Dreamweaver UltraDev Studio 4 with Fireworks flash animation; Microsoft FrontPage, Office Suite, Publisher, SharePoint (MOSS 2007), SharePoint Designer, Visual Source Safe, Visual Studio; UltraEdit-32 code editor; WS_FTP Pro.

Operating Systems: Mac OS7 through OSX; Windows NT, 2000, ME, XP.

EDUCATION

M.A. Education (Instructional Technology), San Francisco State University, CA, 1994

B.A. Communications and Media Arts, Antioch University, Yellow Springs, OH, 1988

EMPLOYMENT HISTORY

Nov. 2006 - present: Internet Program Manager

Puget Sound Energy, Corporate Communications - <http://www.pse.com>

10885 NE 4th Street, Bellevue, WA

- Manage scheduled content publishing for multiple public and internal Web sites
- Provide production and editorial support and Web best practices guidance to content authors
- Coordinated business users in migration and deployment of PSE.com to new MOSS 2007 Web Content Management System

Nov. 2005 - Nov. 2006: Contractor, Volt Computer Services

Assignment: Puget Sound Energy, Information Technology - <http://www.pse.com>

- Gather and organize new content for newly redesigned public Web site
- Build new pages, including graphics and layout
- Manage scheduled content publishing

Jan. 2005 - June 2005: Independent Consultant, Web design & development

Client: Floyd Haberkorn, author

Floyd Haberkorn, Stories - <http://www.floydhaberkorn.com>

Produced customized web site for Internet publication of short stories by client.

- Using HTML, PHP, CSS, MySQL, Macromedia Fireworks, and QuickTime Pro 6
- Features text of several stories and QuickTime audio narration by the author
- Includes administrative interface for adding, editing, and deleting stories
- Additionally designed graphic art for companion audio CD

November 1999 - September 2004 : Web Analyst, UCSF Comprehensive Cancer Center

Communications Unit

1600 Divisadero Street, San Francisco, CA

Public Web site - <http://cc.ucsf.edu>

» Intranet Design and Management (End-to-end Development)

Designed, developed, and maintained the administrative intranet for this organization of over 500 researchers, clinicians, and administrators.

- Designed and produced structural layout and navigation, interface and graphic display, and engineered dynamic functionality.
- Managed daily operation and maintenance.
- Ensured currency, relevance, and accuracy of content, collaborating with other Cancer Center staff on content development, incorporating new services as needed.

Employment History continued: Web Analyst, UCSF Comprehensive Cancer Center

- Implemented editorial guidelines for other staff members who contributed site content.

» **Public Web Site Support**

Under direction of Communications Manager, maintained and upgraded external Web site.

- Developed dynamic user interface for Oracle database of UCSF Cancer Clinical Trials.
- Worked closely with key staff in other units to publish up-to-date information.
- Monitored and evaluated the continuing development of online technologies and served as a resource to the
- Communications Manager and other staff on the adoption of new technologies as appropriate.
- Designed and developed event-specific Web sites for conferences and public symposia
- Provided expertise to the Communications and Computer Support Services units on employing web development technologies such as server-side scripting languages and online databases.

» **Communications Media Technical Assistance**

On a project-assignment basis, assisted with writing, editing, design, and production of publications such as newsletters, directories, reports, slide presentations, posters, etc.

September 1989 - April 1998 : Assistant to Director of Firmwide HR, Brobeck, Phleger & Harrison LLP (Firm closed in 2003)

One Market Plaza, San Francisco, CA

While pursuing graduate studies, hired as messenger, transferred to intraoffice delivery,

promoted to receptionist,

promoted to Firmwide Human Resources Department Secretary.

» **Web Liaison**

Developed the Human Resources section of Brobeck's intranet.

- Designed page layout, site structure, and graphics, in consultation with Brobeck's Web Master and the HR
- Director.
- Developed processes for organization, maintenance, and publication of site content.
- Published online regularly updated Job Opportunity Bulletin, Benefits Enrollment Information, Firmwide HR Staff

Contact Information, Employee Manual, and Attorney Handbook for Partners.

» **Administrative Support**

Provided executive administrative assistance and firm-wide customer service for the Human Resources department.

- Front-line service and resolution of Human Resources issues for San Francisco office of law firm with approximately 1200 employees.
- Provided administrative assistance to four corporate office Human Resources managers and HR Director.

BACKGROUND SKILLS: COMMUNICATION AND MEDIA

Video production: producing, directing, editing, technical directing, camera operation; VHS and interactive laser disc. Undergraduate, graduate, and public access television productions.

Print media production: b/w photography, letterpress typesetting and printing, stat camera operation, mechanical paste up. Undergraduate and internships.

Interpersonal communication: community speakers bureau public speaking, volunteer anti-violence crisis line counseling, certified volunteer conflict resolution mediator.