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## **WEB DEVELOPMENT SKILLS**

*Front end web site and graphic design, back end development, content editing and writing.*

**Coding:** ASP, CSS, HTML, Javascript, PHP, SQL, VBScript.

**Media:** QuickTime 6 Pro.

**Database Design/Administration:** MySQL.

**Tools:** Adobe Acrobat, Illustrator, InDesign, Photoshop; Aldus PageMaker; BBEedit code editor; Fetch (FTP); Macromedia Dreamweaver UltraDev Studio 4 with Fireworks flash animation; Microsoft FrontPage, Office Suite, Publisher, Works; 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**

**January 2005 - present : Independent Consultant, Web Design & Development**

**Client:** Floyd Haberkorn, author

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

### **Publication Web Site Design and Development**

*Created 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 Master, 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.
- Implemented editorial guidelines for other staff members who contributed site content.
- Troubleshooted technical problems in collaboration with Computer Support Services.

## **EMPLOYMENT HISTORY - Web Master, UCSF Comprehensive Cancer Center (cont'd.)**

### **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 defunct as of 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.
- Designed and generated Fox Pro database reports.
- Streamlined record keeping and information tracking procedures.
- Coordinated staff meetings.
- Drafted internal documents and correspondence.
- Processed department disbursements.
- Supervised temporary employees and summer interns.

## **COMMUNICATION AND MEDIA SKILLS**

**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.