

Donovan Rogers

2002 Zephyr Lane
Round Rock, TX 78664
(512) 750-4699
Donovan@ voodoocardinal.com
www.voodoocardinal.com

SKILLS

Graphic Art & Design.....	10+ years	Branding Strategies.....	4+ years
Desktop Publishing.....	10+ years	Promotional Marketing.....	4+ years
Technical Writing.....	10+ years	Personnel Supervision.....	5+ years
Data Analysis.....	5+ years	ISO Standards (9000/14001)	3+ years
Training Material Design.....	10+ years	Adult Learning & Practice	3+ years
Static/Dynamic Web Design.....	7+ years	Drafting & Design.....	7+ years
Project Planning/ Coordination	9+ years	Japanese Five S	4+ years
Project Management	9+ years		

TECHNOLOGICAL PROFICIENCY

Adobe CS2 Suite

Photoshop
ImageReady
InDesign
Bridge

Macromedia Suite

Flash
ActionScript
Fireworks
Dreamweaver

Microsoft Office Suite

PowerPoint
Excel
Word
Outlook
Access
Visio
Visual Source Safe
Project

Web Development

HTML
Homesite 5
Cascading Style Sheet
Coldfusion Studio 4.0
ASP (VBScript)
SQL
JavaScript

Other

AutoCAD 10 - 13, LT
Lotus Notes

PROFESSIONAL EXPERIENCE

Technical Writer/Data Analyst.....OLSA Resources @ Dell.....Oct. 2007 – Jun. 2008

- › Managed the daily creation and manipulation of SKU's
- › Technical Writing
 - Revised and improved several procedures within the SKU management department
 - Created and updated several tools used in the department

Co-Founder/Self Employed.....Urban Stiletto.....Feb 2007 – Present

- › Business Management, Brand Development, Bookkeeping, Project/Budget Management

Technical Writer/Data Analyst.....Spherion @ DellMay 2006 – Mar. 2007

- Assisting in the documentation of Dell I/T's Policies & Procedures
 - Worked closely with team lead in editing the all-inclusive document
 - Using strict revision practices, modified the official document through a series of meetings, email correspondence and intuitive formatting principles
- Translated finalized I/T Policies & Procedures into a web tool on Dell's Intranet
- Initiated the assimilation of the new Policies & Procedures throughout the various I/T departments
 - Coordinated a series of introductory meetings
 - Gathered feedback and reported back to the I/T security lead

Co-founder/Self EmployedDragonwölfNov. 2005 - Present

- Business Management
 - Business Planning, Developed Company Brand (Name, Logo, Colors, Mascot), Structuring of Business Operations, Business Documents, Bookkeeping
- Project Management
 - Create/Manage Project Timelines, Client Consultations, Consultation Interpretation, Task Assignments
- Budget Management
 - Project Estimates, Project Cost Breakdown by Task, Creation & Implementation for several budgeting tools using MS Excel, MS Access and Web Applications

Co-Founder/Self Employed.....RemindOct 2004 – Present

- Business Management
 - Developed Company Brand (Name, Logo, Colors, Mascot), Acquiring New Talent, Acquisition Venues, Bookkeeping
- Project Management
 - Create/Manage Event Timelines, Equipment Rentals, Fabricate/Assembly/Disassembly, Venue Decorations, Develop Event Theme, Create/Distribute Flyers and General Advertisements, Budget Management
- Employee Management
 - Facilitated Weekly Company Meetings, Catered to Talent Needs/Schedules, Audition/Recruit New Talent, Coordinate between participating outside talent per event.

Technical Analyst I.....Dell I/T.Sep. 2004 - Oct. 2005

- Technical Document Writing
 - Created documentation to support web applications absorbed by Dells I/T department
 - Reports stating purpose of all existing web applications created for manufacturing outside I/T's scope

Information Development Specialist.....Dell Inc.Feb. 2002 - Sep. 2004

- *"Silver Star Award"* for Application Development Project (2003)
- Application Development for Dell's Manufacturing Facilities
 - Designed/Redesigned intuitive user interfaces
 - Established alternative procedures based on newly implemented applications
 - Developed alternative solutions when web applications weren't appropriate or feasible
 - Applications were based on Excel spreadsheets, existing processes and suggested processes from "customers"
 - Coordinated series of meetings between "customers" and relevant Process Engineers, Subject Matter Experts, Management and I/T Affiliates for each web application created

Quality Assurance Specialist.....Dell Inc.....May 2001 - Feb. 2002

- *“Bronze Star Award”* for New Facility Orientation Project (2001)
- *“Silver Star Award”* for Process Consolidation Project (2002)
- Orientation of new facility operations
 - Worked with process & mechanical engineers and management to comprehend the new automated shipping and receiving system
 - Translated technical information into procedural instructions
 - Translated procedural instructions into a graphically animated explanation to the employees
 - Resulted in an effortless adaptation to a potentially intimidating environment
- Consolidated processes for all areas across 3 shifts
 - Coordinated & facilitated a series meetings between Process Engineers, Management & Subject Matter Experts (200+ people) to merge each process into one consistent product
 - Within 2 weeks, all processes (40+) were consolidated, consistently formatted and unanimously approved
 - Within 4 weeks, the new processes were implemented and personnel was retrained thus normalizing the shipping area making it more efficient
- Assisted the establishment of a new Training Department in Tennessee
 - Lead a small group in “showing the ropes” to the new trainers
 - Over the course of several meetings, demonstrated training techniques, internal structuring and documentation procedures.
- Maintained ISO Compliant Training Documentation on Dells’ Intranet

Process Certification Administrator.....Dell Inc.....Mar. 1998 - May 2001

- *“Extraordinary Contribution Award”* for Process Implementation (1999)
- *“Bronze Star Award”* for Forklift Regulation Program (2000)
- *“Silver Star Award”* for Online Documentation Project (2001)
- Documented procedures of each area in the Dell Shipping Facility
 - Interviewed Process Engineers, Management & Subject Matter Experts both individually and collectively
 - Consequentially implemented process improvements throughout the Shipping Facility
 - Designed and implemented Process Instructions within a strict ISO format
 - Maintained the documentation to ensure accuracy of current processes.
- Developed training materials based on process instructions
 - Designed Lesson Plans, Workbooks, Tests, Instructor Guides, Certifications & Evaluations for Hands-on training for each procedural area
- Developed new hire orientation system to accommodate high turn over rate of temporary employees
 - Combined confidentiality agreements, facility tour and personnel introductions into one presentation
- Developed an OSHA certified, custom forklift training program
 - Designed a Forklift Indoctrination that included Lesson Plans, Workbooks, Tests & Instructor Guides
 - Developed a hands on training course and driving evaluation to ensure safe operation
 - Developed a regulatory system for existing drivers to track and remove unsafe behaviors.
 - Within 6 months, we were able to retrain existing drivers. New drivers, from that point on, were documented as the safest in the company. We went from 3 – 4 accidents a week to 1 – 2 a month.
- Transferred training documentation to Dells’ Intranet
 - Coordinated with outside vendor in site development
 - After completion, redesigned site to compliment existing Dell process format

TRAINING & CERTIFICATIONS

Adult Education

Trainer Skills Workshop
Structured On the Job Training
Train the Trainer
Speaking for Success
Enlightened Leadership
Team Skills and 5S's Combined Courses

Programming

ASP.NET
HTML 4.0 and Web Page Design
Mastering Web Development with
Coldfusion®
Homesite 4.5 Introduction

Project Management

MS Project 2000
Project Mgmt. Fundamentals

ISO & OSHA

OSHA and ISO Standards
ISO Auditor's Certification
ISO 14001 Awareness Training

Lift Equipment

Forklift Indoctrination
Forklift Class C

Miscellaneous

Business Process Improvement
Diversity Management for Individual
Contributors

FORMAL EDUCATION

Ayers State Technical College, Anniston, Alabama

Drafting and Design Technology1993 - 1995
Manual drafting techniques
ACAD 10-13, LT
Mechanical and Architectural Drafting

Anniston High School, Anniston, Alabama

Honors Diploma1989 - 1993
Manual drafting techniques and ACAD 10
Mechanical and Architectural Drafting

PORTFOLIO

VoodooCardinal.com

This site is my personal portfolio. It mostly contains my digital artwork and some screenshots of web applications, printed flyers and other visual works that I have completed in the past.

Dragonwolf.net

This is my most current example of my work. I have designed this site in its entirety. It is the site for my business that I started the beginning of 2006.

InvestingMakesMeSick.com

This site was Dragonwölfs' first website project. It is a great example of integrating flash with HTML. The site was completely designed by me and includes 2 full length animated presentations and custom flash navigation throughout.

KathleenHornyakJewelry.com

This site is another Dragonwölf website project. I was responsible for the front end design of the entire site which included an ASP supported jewelry catalog.

ArtUproar.com Profile

I also have artwork uploaded to the Art Uproar site.

REFERENCES

Darrell Childers

POSITION----- Web Designer; Co-founder
COMPANY----- Dell Incorporated; Dragonwölf
PHONE NUMBER ---- (512) 785-3134
E-MAIL ADDRESS --- dec@integritydyn.com
RELATIONSHIP ----- Peer; Co-Worker; Dragonwölf Co-founder

Jason Nichols

POSITION----- Graphic Artist; Web Designer; Co-founder
COMPANY----- Dell Incorporated; Dragonwölf
PHONE NUMBER ---- (512) 731-8253
E-MAIL ADDRESS --- jay@jbonefx.com
RELATIONSHIP ----- Peer; Co-Worker; Dragonwölf Co-founder

Michael Potter

POSITION Co-founder; Store Manager
COMPANY AT&T Wireless; Remind
PHONE NUMBER (512) 971-6513
E-MAIL ADDRESS michaelpotter@austin.rr.com
RELATIONSHIP Peer; Remind Co-founder