



# Tracy F. Telenko ♦ Web Designer/Illustrator/Graphic Artist

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Online portfolio: <http://portfolio.telenko.com>

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**OBJECTIVE:** To create and design the best ads, multimedia collateral, web graphics, web sites, etc. using the latest computer programs and cutting edge designs that will increase marketing and brand appeal of that company.

**EDUCATION:** Bachelors of Fine Arts in Graphic Design from the University of Texas at El Paso.  
Photography classes through the Department of Agriculture, Washington, DC  
XML, HTML and JavaScript basics and advanced courses  
A+, Net+, and MCSA Certifications  
Java Scripting Level I and II classes from NC State University  
PHP and MySQL classes from NC State University  
ActionScripting 3.0 and ASP.NET through Wake Tech Community College

## EXPERIENCE:

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### Feb 03 – Present

**North Carolina School of Science and Math;** Contract to Permanent; Durham, NC; Systems Programmer then Multimedia Designer

- Web site design and maintenance for NC School of Science and Mathematics using XML, XHTML, CSS, JavaScript beginning use of PHP, ASP.VB, htaccess and ASP.Net.
- Creation of animated and interactive graphics using Flash CS3 with use of ActionScript 2.0 and beginning 3.0
- Providing graphic support for distance learning technologies while improving on existing web and print designs
- Program and design interactive and non-interactive flash animations and streaming media for video and online applications.
- Developing enrichment and simulation materials via computer graphics and animation techniques
- Creation of 2D and 3D designs using such software as Dreamweaver CS3, Fireworks CS3, Photoshop CS3, Illustrator CS3, etc.
- Install and upgrade software/hardware for use in video studios while maintaining file system and storage for graphics and computer files
- Maintain network and computers for the department and Distance Learning studios as well as perform preventive maintenance.
- Administer, manage, and control all hardware failures, software installs, and ghosting of new images to E-lab computers
- Assist with network server maintenance of windows 2000 servers and Linux servers
- Assist with website changes and/or development tasks on an as needed basis
- Major emphasis on work with Windows NT server, Windows 2000 server and upgrading to Windows 2003 server.

### Oct 1999 – Present

**Telenko Service/Site & Sound;** self-employed business; Wake Forest, NC; Services include, graphic design and illustration, mobile DJ entertainment, and PC maintenance and networking for the small business

- Web design using HTML, CSS, Photoshop, Illustrator and numerous design/web programming
- Designing and creation of logos, flyers, brochures, business cards, etc.
- Implemented and designed PowerPoint presentations for business expos
- Producing and designing web site designs for small businesses
- Layout and formatting of books, resumes and forms for print and web
- Illustrated graphics for web and print.

### July 2001 – April 2002

**Tompkins Associates;** Raleigh, NC; **Graphic Designer;** Warehouse management company with locations all around the world

- Created, maintained and updated various flyers, magazine ads, business cards and marketing collateral pieces for company global advertising
- Magazine layout experience; helping to create story layouts for company magazine, designing print and web ads
- Designing and creating PowerPoint presentations, as well as graphic artwork for the company web site using programs such as PowerPoint, Dreamweaver, Illustrator, Freehand, Photoshop, and Fireworks
- Developed templates in both MSWord and Quark Xpress for various company publications.

## July 1996 – March 2001

**SAS Institute, Inc.;** Contract to Full time position in Cary, NC; **Technical Production Specialist II** in the Publications Department

- Creating marketing pieces as well as assisting in the design and implementation of artwork for external advertising
- Insertion and formatting of SGML documentation with predetermined DTDs for printing and web output
- Editing of existing HTML web pages and documenting processes using HTML formatting.
- Creation of illustrations and graphics according to company standards and guide lines using various programs for both Macintosh and PC environments.
- Use of such software programs as Adobe Illustrator, Quark Express, Microsoft Word, HomeSite for HTML formatting, Microsoft Office, Outlook Express, Microsoft Excel, Flight Check, and other graphic and formatting software.
- Converting online and hardcopy documentation from PML to SGML and finally to HTML
- Major use of Adept Publish on UNIX format. Additional programs used for conversion, cleanup, etc.: Microsoft Word '97 and QuarkXpress on PC and Mac formats respectively.
- Creating and updating my own homepage in SAS Intranet including departmental links and graphic images
- Computer programs used would include Adobe Illustrator for both Mac and PC formats, Adept Publisher for the Unix environment, Freehand for Mac, Microsoft Word for PC, and more.

## 1995 – 1996

**Olsten Staffing;** Contracting with MCI in Research Triangle Park, NC; **Graphic Artist**

- Creating and modifying existing graphics for their presentations and documentation
- Keeping up to date on state-of-the-art graphic programs and styles
- Incorporating ideals and corporate standards into visual presentations by using PC based programs such as PowerPoint OrgChart Windows NT operating system, etc.

## 1994 – 1995

**Tascor;** Contracting with IBM in Raleigh, NC; **Graphic Artist/Illustrator**

- Creating and maintaining a graphics library of illustrations and figures on an MVS system
- Drawing and developing graphic illustrations and designs for IBM documentation using such programs as CorelDraw 5.0, Visio 3.0. QuarkXpress 3.1.

## 1994 – 1994

**Sykes Enterprises, Inc.;** Contracting with IBM in Research Triangle Park; **Graphic Artist**

- Creating designs and online drawings for IBM documentation and correspondence.
- Modifying existing illustrations using PC based CorelDraw 4.0 and QuarkXpress 3.1

## 1993 – 1994

**Howard Systems international;** Contracting with Exide Electronics in Raleigh, NC; **Lead Illustrator/Systems Administrator**

Coordinated all artwork and illustrations that went into documentation for FAA manuals

Upheld specifications and standards for all figures and artwork inserted into manuals

Used UNIX based drawing program, Interleaf to create illustrations from pictures, sketches and/or the pieces themselves.

## WEB SITES:

- ❖ [www.bowtiemobiledj.com](http://www.bowtiemobiledj.com) (my own disc jockey web site)
- ❖ [www.stjohnswf.net](http://www.stjohnswf.net)
- ❖ [www.dlt.ncssm.edu/lmtm](http://www.dlt.ncssm.edu/lmtm) (national grant web site for Learn More Teach More)
- ❖ [www.dlt.ncssm.edu/liles](http://www.dlt.ncssm.edu/liles) (web site for displaying student artwork)
- ❖ [www.tdja.org](http://www.tdja.org) (website for the Triangle Disc Jockey Association)
- ❖ [www.nconnect.org](http://www.nconnect.org) (NC Connectivity Council web site)
- ❖ [www.thedanceattic.com](http://www.thedanceattic.com) (Wake Forest dance company web site)

## REFERENCES

*Brian Pate*, Fonville Morissey Realty; Raleigh, NC; **(919) 781-7809**

*Jerry Fisher*, Rector at St. John's Episcopal Church; Wake Forest, NC; **(919) 556-3656**

*Peg Kirk*, Instructional Technology Specialist; NC School of Science and Math; Durham, NC; **(919) 416-2635**

*Karl Coleman*, IVC Coordinator; NC School of Science and Math; Durham, NC; **(919) 416-2658**

*Darlene Haught*, Dean of Distance Learning Technologies; NC School of Science and Math; Durham, NC **919-416-2877**