

# EMPLOYMENT SKILLS AND KNOWLEDGE INVENTORIES

Rowan Burns – As at 20 October 2006

## COMPUTER SKILLS AND WEB PAGE DESIGN

### HISTORY

1. Worked with computers since 1978 when The Mercury Newspaper in Hobart, Australia, transitioned from hot-metal type to “cold” type using marked-up copy.
2. Developed systems from 1984 onwards for mark-up of computer copy and transfer by modem to remote printing shop for printing out as bromides.
3. Began using Microsoft Word for MS-DOS in 1982.
4. Am a skilled user in the Windows environment of various software for word processing, publishing, databasing and graphics.
5. Developed website for the State Bicycle Advisory Committee under the auspices of the Tasmanian Government Department of Infrastructure, Energy and Resources, complying with policy on content, design and user access.
6. Developed website for CyclingSouth to establish the organisation's identity and assist with promotion of events such as Bike Week.
7. Developed personal website, [www.cycling-adventurer.net](http://www.cycling-adventurer.net). Currently redeveloping the site using simple mark-up code.

### SKILLS AND KNOWLEDGE INVENTORY

#### **1. Programs**

- 1.1. Microsoft Word
- 1.2. Microsoft Excel
- 1.3. Firefox and Internet Explorer
- 1.4. System 5500 newspaper system
- 1.5. Paintbox
- 1.6. Microsoft Pagemaker
- 1.7. Photoshop
- 1.8. Adobe Acrobat Distiller
- 1.9. PaintShop Pro
- 1.10. PhotoShop

#### **1.11. Illustrator**

#### **2. Web Page Design**

- 2.1. Technical (domain registration, file transfer protocols, file/directory management)
- 2.2. Text management (HTML formatting)
- 2.3. Graphics management (file sizing, cropping, download speeds)
- 2.4. Text editing (creation through to finished product)
- 2.5. Accessibility and browser compatibility