

MATTHEW R. WILLIAMS

Kennesaw, GA

mwilliams [at] look2find [dot] com

Education

Berry College, Mount Berry, Georgia, April 2006
Bachelor of Science, Business Management Major

Computer Skills

Web Tools: HTML, XHTML, CSS, PHP, Perl, JavaScript, Java, Macromedia Dreamweaver, Macromedia Flash, FileMaker Pro, MySQL, PostgreSQL, Apache, Plesk, Webmin
Electronic/Print Media Tools: Adobe Photoshop, Adobe Illustrator, Adobe Acrobat
Microsoft Office Tools: Excel, Access, Word, PowerPoint, Outlook
Operating Systems: Windows 9x/2000/XP/2003, Mac OSX, Linux

Certifications

CompTIA A+, Microsoft Certified Professional, Microsoft Word 2002 Specialist, Microsoft Excel 2002 Specialist, Flash MX Web Animation Certificate, Legal Issues for Content Managers Certificate

Related Experience

American Insurance Marketing Corporation, Rome, Georgia
Application Development Manager, August 2006 – October 2007
Information Technology Leader, October 2007 - Present

- Design & develop corporate intranet
- Design & develop custom production reporting system
- Manage Senior User Support Technician & Junior Application Developer
- Perform duties of a Network Administrator
- Perform duties of a Database Administrator (MySQL)
- Developed discounted purchasing alliance with Dell
- Implemented Altiris hardware & software inventory system
- Developed direct marketing & lead generating website for new insurance product
- Implemented Active Directory company-wide

Look2Find LLC, Simpsonville, South Carolina; Rome, Georgia; & Kennesaw, Georgia
Owner/CEO/Developer, January 1998 – Present

- Developed company plan and structure.
- Manage email and web server.
- Maintain customer relations.
- Expand client base – presently at 24 active clients.
- Develop advanced interactive Flash websites.
- Develop content management systems.
- Develop corporate intranets.
- Develop e-commerce and subscription websites for customers.

Berry Information Technology Students, Mount Berry, Georgia

Student Technician, August 2002 – April 2003
Student Supervisor, April 2003 – April 2006

- Supervised 24 students in the program.
- Completed work orders for Faculty/Staff.
- Managed and tutored non-certified students on work orders.
- Solved support calls at the Technical Support Desk.
- Developed support desk knowledge base using PHP and MySQL.
- Developed student computer verification and registration system in PHP and MySQL with statistical progress reporting.

alQemy, Inc., Simpsonville, South Carolina

Database Developer, May 2000 - August 2002

- Developed ISO9000 business process management tool for BMW Manufacturing of Greer, SC.
- Converted print catalogues to Adobe Acrobat PDF storefronts.
- Managed database for United Way of Spartanburg, SC.
- Developed intranet for La-Z-Boy Furniture regional office.