



Christopher J. Baker
704 Tumbleweed Drive
Plano, TX 75023
chjbaker@earthlink.net
972-509-8094 home
<http://www.quickproadministrativeservices.com>

Web Production Assistant

SKILLS

Adobe Photoshop
Adobe Imageready
Adobe Illustrator
Macromedia Dreamweaver
HTML
Windows Basic Office Programs
Flash 5
CSS

EDUCATION

2004 Lockheed Martin:
Basic Engineering Drawing
Precision Measurement

2001 University of California at Santa Cruz (UCSC):
Introduction to C Programming
Introduction to Unix
Writing for the Web and other Electronic Media
Interface Design
Photoshop Design for the Web
Introduction to Editing with Adobe Premiere
Multimedia Design and Production Management
Introduction to Audio for Multimedia and the Web
Photoshop for Interactivity
Making the Most of Quicktime

Work History

5/24/07 - Present QuickPro Administrative Services (small business) Plano, TX

Webmaster

I setup, and maintain office equipment as well as help proofread, and correct documents before submittal to the client. I launched two web sites (1 subdirectory site, and 1 .com). Used Dreamweaver on subdirectory site supplemented with HTML, and CCS. I Submitted <http://www.quickproadministrativeservices.com> to a list of free directories, and search engines on the web. On a ongoing daily basis, I copy web site stats into Excel, and analyze host report data for new additions, name and location of IP addresses for web trend analysis. I continually update web site for SEO. I created and uploaded sitemaps, and added verification META Tags to websites. I also designed the logo for QuickPro Administrative Services.

7/26/04 to 4/29/05 Bell Helicopter Hurst, Texas

Material Bonder

Work as a Material Bonder fabricating parts for helicopter blades using advanced composite materials. Processes include hand cutting, and lay up of materials, bagging parts to be cured for the autoclave, unbagging and cleaning and processing of cured parts. Cleaned composite blades and spars with right angle, drill motor, and orbital sander. Made cutouts in blades and spars using a diamond grinding wheel.

12-15-2003 - 06-07-2004 Lockheed Martin Ft Worth TX

Aircraft Assembler –

Assembled and reworked the center section of F-16 fighter aircraft in the Air Test area. Assisted in the installation of fuselage skins, and dorsal sections using visual aids, and blueprints.

09-2002 to 12-08-2003 Transportation Security Administration (TSA) DFW Airport, Dallas, Texas

NOVEMBER 19, 2003 RECEIVED BRONZE MEDAL IN WASHINGTON DC FROM THE TRANSPORTATION SECURITY ADMINISTRATION FOR:
ORGANIZATIONAL DEVELOPMENT

Security Screener

Provide safety and security of the traveling public through the screening of passenger and their baggage. I worked at both the checkpoints and at the CTX – 9000 machine.

11/2000 - 04/2001 Vanderberg & Associates Mountain View Ca.

Production Assistant

Entered editorial corrections in a technical reference environment. Indexed, and created tables, and developed new templates using Adobe Framemaker. Usability testing for MineSet database application. Past clients included Sun Microsystems, RocketCash, and SGI. Creating a website, managing, and promoting it.