

JOHN ALEX COLÓN

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SKILLS & TRAINING

Policy research, development, and analysis
Project management, strategic planning
Operations analysis, process development

Database development and administration
Website development and administration
Fluent in Spanish and English

SOFTWARE & OPERATING SYSTEMS

Microsoft Office Suite:
Word, Excel, Access, Project, Powerpoint, Outlook
OpenOffice.org:
Writer, Calc, Impress, Base, Draw
Joomla, WordPress, Drupal, and Textpattern
TextPad, FileZilla, SmartFTP, and Secure FX

ArcGIS, MicroStation, and SPSS
Microsoft Windows 95, 98, 2000, XP, Vista, and 7
XHTML, CSS, JavaScript, PHP, and MySQL
Adobe Photoshop, Illustrator, GIMP, IrfanView
Adobe Acrobat, Mozilla Thunderbird, and Skype
IBM Lotus Notes, Mindjet MindManager Pro

EDUCATION

Master's Degree: Public Administration – University of Illinois at Chicago (GPA: 3.4) 2009-2011
Bachelor's Degree: Urban & Public Affairs – University of Illinois at Chicago (GPA: 3.3) 2007-2009
Associate's Degree: Occupational Skills – Truman College, Chicago, IL (GPA: 3.3) 2004-2006

EMPLOYMENT HISTORY

RESEARCH PROGRAM PARTICIPANT

U.S. Environmental Protection Agency, Region 5 08/2009 – Present

- Developed rationale and provided examples for management to create and fund a project management role.
- Led teams and projects to assess database and website development needs and develop operating procedures.
- Coordinated website administration, including content coordination, issue analysis, and user support.
- Collaborated with managers and developers to pilot database elements for progress reporting improvements.
- Developed evaluation tools to identify data quality risks and system needs, and promote best practices.

WEBSITE DEVELOPER & ADMINISTRATOR

George Beam, Chicago 08/2009 – Present

- Developed and managed websites, business operations, and marketing plan for a book publishing campaign.

CONTRIBUTING WRITER

Newcity Chicago 08/2005 – Present

- Developed and wrote articles regarding musicians, artists, issues, and events for print and online publication.

BIKEWAYS INTERN

Chicago Dept. of Transportation 05/2008 – 06/2010

- Performed field assessments of bike lanes and coordinated funding process for street improvement projects.

WEBSITE ADMINISTRATOR

Midwest Stereo, Chicago 08/2004 – 08/2007

- Developed and managed information technology projects, including websites, e-commerce, and training.

AWARDS & COMMUNITY INVOLVEMENT

Scholarship:	Graduate College	(University of Illinois at Chicago)	2009-2011
Scholarship:	TCF Bank	(University of Illinois at Chicago)	2007-2008
Volunteer:	Website Developer	(Telpochcalli Community Education Project)	2008-2009
Volunteer:	Local School Council	(LeMoyné Elementary School)	2001-2006