



timothy.baskin [at] gmail.com

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EDUCATION

Southeast Missouri State University

B. S. in Psychology

Minor in Literature

May 2002

M. A. in English

Composition Concentration

Coursework Completed

Thesis In-Progress

PROFICIENCIES

Mac, Windows, Linux

Microsoft Office Suite

Adobe Photoshop

Adobe Illustrator

Adobe InDesign

Macromedia Dreamweaver

Macromedia Freehand

Macromedia Fireworks

Corel Painter X

CSS, Flash, HTML,

XHTML, PHP/MYSQL

PERSONAL REFERENCES

Tj Southard

573.517.1086

Client

Fresh Sawdust, LLC

Dr. Susan Swartwout

573.651.2641

Editor, *Big Muddy* Magazine

Southeast Missouri State University

Benjamin Pingel

573.768.5127

Friend/Maintenance Specialist

Toyoda Gosei (TG) Missouri

WORK EXPERIENCE

Perryville High School, Perryville, MO (08/07-Current)

Literature and Psychology Teacher / Building Technology Coordinator

- Provide daily classroom instruction to 125+ students
- Maintain gradebook, communicate with colleagues, administrators, and parents
- Maintained building computer equipment and websites in conjunction with district technology staff
- Regularly train colleagues in a variety of software and hardware systems
- Perform troubleshooting and repair of printers, projectors, computers, monitors, and specialized educational technology

Velocity Electronics, Cape Girardeau, MO (12/04-06/07)

Creative Director, Technician

- Managed a staff of two designers/programmers
- Designed, built and maintained numerous websites
- Conducted over the phone and on-site troubleshooting/repair
- Computer system design, manufacture, and setup
- Network installation

Sylvan Learning Center, Cape Girardeau, MO (06/04-12/04)

Instruction Coordinator, Updater, Assessor, Software Specialist

- Monitored instruction periods with students from four to twenty years of age
- Familiarized parents with the Sylvan instructional system and served as first contact with potential Sylvan clients

SEMO University Press, Cape Girardeau, MO (08/03-05/04)

Assistant Editor, Office Manager, Web Designer, Cover Designer

- Managed University publishing office interns and assistants
- Designed, organized, copyedited, and published two issues of *Big Muddy*, a respected literary magazine, as well as *Journey*, a student publication
- Assisted in the final copyediting for *Seven Laurels* by Linda Busby Parker--winner of the 2002 James Jones First Novel award
- Designed the SEMO University Press website as well as a site for *Journey* Magazine

Southeast Missouri State University, Cape Girardeau, MO (8/02-5/04)

English Teaching Assistant

- Provided daily lessons in English composition
- Presented at Association of Teacher Educators conference '03/'04

Gamestop, Inc. Cape Girardeau, MO (11/01-12/04)

Game Advisor/Third Manager

B&H Computers, Perryville, MO (10/00-11/01)

Repair Technician, System Designer, Network Support Technician

Buchheit, Inc. Perryville, MO (04/00-10/00)

Automotive Sales Clerk

Wal-Mart Inc. Perryville, MO (09/97-04/00)

Electronics Sales Clerk, Customer Service Manager