

Overview:

- Extensive knowledge of the twenty-first century's cutting-edge digital technologies.
- Creative problem-solving skills that have been developed through years of experience in an entrepreneurial, start-up atmosphere.
- Experience building organizations while working collaboratively with a diverse community.
- Completed the Minor Certificate Program in Computer Science at the University of Massachusetts, Boston in May, 2008.
- Chief Organizer of the Boston Java Meetup Group (<http://java.meetup.com/10/>).
- Volunteer at MIT's Used Computer Factory, refurbishing personal computers for disadvantaged families throughout the Boston area.

Computer Skills:

- **Web-based languages:** HTML, CSS, XML, JavaScript, PHP, SQL
- **Higher-level languages:** Java, C
- **Creative applications:** Photoshop, Illustrator, Flash 8, Acrobat, Cakewalk Pro Audio
- **Operating Systems:** proficient with Windows, Macintosh and Red Hat operating systems

Experience:

MIT Environment, Health & Safety Office, Cambridge, MA

November 2004 – Present

IT Consultant I/EHS-Management System Project Coordinator

- Design, develop and implement web-based reporting tools that provide key metrics regarding the Environment, Health & Safety Management System (EHS-MS).
- Developing the web application and database architecture for the management of MIT's business recovery needs (prototype can be seen at https://ehs.mit.edu/johnarch/extended_outage/).
- Created demonstration website and data architecture for MIT's emergency management initiative (can be seen at <http://web.mit.edu/johnarch/www/barber/>).
- Collaborate with the Department of Information Systems and Technology in the development and maintenance of technologies and processes that support a university-wide EHS-MS, and especially with respect to the level II inspection system; elicit & analyze requirements, create prototypes, and plan user acceptance testing.
- Perform logistical analysis and make recommendations regarding MIT's campus-wide chemical inventory initiative; instruct members of the EHS-MS community on the use of ChemTracker chemical inventory software.
- Webmaster for the Campus Safety Health and Environmental Management Association's 2007 Conference website.
- As administrative liaison to Departments, Labs & Centers across the MIT campus, collaborate with the greater MIT community to ensure both the delivery of office services and the effective implementation of the EHS-MS.
- Provide technical support for all aspects of the EHS-MS; troubleshoot issues encountered by end-users.
- Co-Instructor for the EHS courses "EHS Representative Orientation" and "Building a Toolbox for the EHS Coordinator"; plan, develop & give interactive presentations regarding the technology used to support the EHS-MS.

MIT Media Laboratory, Cambridge, MA

July 2002 – August 2004

Office Assistant II

- Assisted in the administration of the lab's executive offices.
- Coordinated and arranged visits to the lab from an international audience of government ministries, corporate sponsors, members of the press, and distinguished guests.
- Coordinated distribution of press publications on behalf of the lab.
- Webmaster of the Digital Life research consortium (<http://dl.media.mit.edu/>)
- Assisted budget preparation, financial management, and purchasing on behalf of the Communications and Sponsor Relations group (CaSR).

Professional Staffing Group, Boston, MA

January 2001 - June 2002

Administrative Assistant

- Administrative Assistant for the Associate Director of Finance, MIT Media Laboratory; designed and administered the internal office website.
- Administrative Assistant, Boston University Medical Center; coordinated manuscript submissions & reviews; transcribed medical records & business correspondence; managed reference database for the Director of the General Clinical Research Center.
- Conducted advertising research on behalf of *Supply Chain Management* and *Logistics Management* magazines; coordinated marketing & promotional mailings; established contacts with potential advertisers.

Education:

- B.A., English, Pre-Medical concentration, University of Massachusetts, Amherst, MA February 2001
- Minor Certificate, Computer Science, University of Massachusetts, Boston, MA May, 2008