

# Steven L. Smith

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## Objective

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To obtain a paid, professional internship affording me the opportunity to use and refine my technical writing skills.

## Work Experience

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- June 2000 – Present     **Owner / Operator** of Steven Smith Enterprises. Provided a wide variety of media services to clients in the Rochester area including web design, graphic design, software development, computer repair, disc jockeying, and piano / vocal performance.  
<http://www.stevensmith.com/>
- Aug 2004 – Present     **User Support Assistant** at Nazareth College Information Technology Services. Part of a team responsible for assisting users with various computer problems and maintaining shared computer infrastructure for the college. Responsible for creating signs, posters, and other written communications for the department.
- June 2004 – Aug 2004     **Administrative Assistant** at PS&E / Sagemark Consulting, Rochester NY. Performed a variety of clerical tasks including filing, preparation of bills, generating reports, and interacting with clients over the phone.
- Sept 2002 – June 2004     **Computer Intern** at McQuaid Jesuit High School, Rochester NY. Part of a team responsible for maintaining and designing the school's website, creating a voice response system for helpdesk calls, and maintaining computer equipment.

## Education

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- 2008 (Anticipated)     B.A. in Music, Minor in Rhetoric and Communications.  
Member of Phi Eta Sigma and Nazareth College Honors Program.  
Recipient of the Ralph P. Kepner Award for Excellence in Technical Communication.  
Nazareth College of Rochester
- 2004     High School Diploma  
McQuaid Jesuit High School, Rochester NY

## Skills

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- Programming Languages     HTML, JavaScript, PHP, Visual Basic, SQL, Java, C++, Qbasic, LOGO  
Computer Applications     Microsoft Office, Photoshop, InDesign, Quark, Dreamweaver, Namo, Flash  
Musical Instruments     Piano, Voice, Percussion, Handbells, Theremin

## Hobbies

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**Eagle Scout** and Assistant Scoutmaster in Boy Scout Troop 240, Greece NY.  
Various volunteer work throughout the Rochester area.