

Andrew Minion

<http://www.minionformissions.com>

PROFILE

Have experience in a wide range of activities and projects. Good computer literacy, working with MS Word and MS Excel. Experience coding web pages with Macromedia Dreamweaver and Coda programs, using HTML, CSS, PHP, and MySQL. Familiar with other computer programs, including QuarkXPress, Adobe Photoshop, Adobe Illustrator, and Finale music notation program.

EXPERIENCE

Website Projects

March, 2008

Responsible for creating several new websites for missions agencies and missionaries. Creating websites based on PHP code and MySQL databases intended to be extremely easy to update on a regular basis.

Webmaster, ambassadors.edu

August, 2007–Present

Responsible for upkeep and maintenance on website while redesigning and building new site. Created website based on PHP code and a MySQL database intended to be extremely easy to update on a regular basis.

Crew chief, Anderson Windows and Gutters, Downers Grove, Illinois

June, 2007–December, 2007

Responsible for cleaning gutters and windows on residential buildings while providing good customer service and safely handling ladders and other equipment.

Chief Designer and Programmer, WWNTBM.com

April, 2007–July, 2007

Responsible for entire design and coding process from start to finish. Created website based on PHP code and a MySQL database intended to be extremely easy for office staff to update on a regular basis.

Team Crewmember, McDonald's of Forest City, North Carolina

September, 2006–April, 2007

Responsible for preparing food correctly and promptly to ensure customer satisfaction. Responsible for keeping area clean and well-organized.

Food Services Administrator, Marquette Manor Academy, Downers Grove, Illinois

August, 2005–June, 2006

Received Food Service Sanitation License from the Illinois Department of Health. Passed four Health Department inspections, one with a perfect score. Responsible for serving 80 daycare lunches and 200 preschool/daycare snacks daily. Responsible for ordering food and staying within \$18,000 budget.

Minion Brothers Lawn Care, Bolingbrook, Illinois

May, 2004–August, 2006

Began and ran a successful lawn care business, servicing 10–12 lawns each year, and raking leaves and shoveling snow for additional customers.

EDUCATION

Ambassador Baptist College, Lattimore, NC
Sophomore in four-year Pastoral Studies degree program

SKILLS

- Good organizer.
- Use both the Macintosh and Windows platforms efficiently.
- Have used Word and Excel frequently.
- Have database skills, learned with Microsoft FoxPro and MySQL.
- Worked with Visual Basic macros in Word, in conjunction with an automation program and a scripting language on the Mac OS, to download and convert more than 25,000 files into a usable, searchable database for research use in an election campaign.

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- Taught self basic HTML code to help with the election campaign project.
- Learned more HTML code, along with CSS programming, to create www.aletheiaproject.com.
- Taught self PHP and MySQL programming, along with more HTML and CSS code, to design and create www.wvntbm.com.
- Learned more PHP and MySQL programming to build www.ambassadors.edu.
- Used PHP and MySQL programming to create a searchable Bible website at www.thefrenchbible.com.
- Taught self the Dvorak keyboard layout, in addition to QWERTY.
- Worked in church music office, creating a database for choir music library of over 850 titles.
- Performed page layout for newsletters, logos, itineraries, flyers, and postcards.

REFERENCES AVAILABLE UPON REQUEST