

Wesley E. Bollinger

Current Address

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Education

Purdue University, West Lafayette, IN
Bachelor of Arts with Distinction, December 2005
Majors: Professional Writing, English
Minors: American Studies, Film Studies
Major GPA: 3.83/4.0 Overall GPA: 3.9/4.0

Awards Received

Inducted, Phi Beta Kappa- 2005
Inducted, Alpha Lambda Delta - 2004
Kneale Award for Literary Criticism in the 73rd Annual Literary Awards- 2004
Inducted, Golden Key Honor Society- 2002
Professional Writing Excellence Award- 2001

Relevant Computer Skills

| | | |
|----------------------|------------------------|---------------|
| Adobe Photoshop | Macromedia Dreamweaver | Ariba |
| Adobe PageMaker | Macromedia Flash | Some HTML |
| Microsoft Front Page | Macintosh platform | Some ASP |
| Microsoft Office | Microsoft platform | CSS |
| Microsoft Access | Zope | FileMaker Pro |

Work Experience

Liberal Arts Communications Office, Purdue University (May 2004-present)

Student Editor, Writer, and Web Developer

- Jobs often required working with a team of designers, senior writers, photographic services, and video crew
- Wrote biographies for awards convocations and programs: Outstanding Philosophy Faculty Awards, Political Science Staff Awards, Distinguished and Named Faculty Awards, 2003 Teaching Awards, History Faculty Awards, Distinguished Liberal Arts Alumni Awards
- Researched and wrote series of notable alumni posters
- Wrote script and lead the production of the five Political Science Staff Awards videos, seven Philosophy Faculty Awards videos, and eleven Distinguished Liberal Arts Alumni videos
- Weekly update of the Liberal Arts Alumni Association (LAAA) Web site using HTML
- Created and edited biographical write-ups for the 2004 Liberal Arts Visiting Committee Directory
- Wrote short articles for publications and web sites including the 2003 Research Annual, LAAA site, and CLA 2002-2003 Annual Report
- Schedule photos in campus wide facilities for maintaining an up-to-date photo archive
- Spearheaded the production of a photo archive index list, CLA-wide directory, and the unification of Liberal Arts graduate materials
- Learned Ariba, a spend management software, ordering office supplies and maintaining all office invoices, including receiving approval from appropriate schools and business offices
- Web developer and content manager of new LACO site
- Web developer of Distinguished Areas site, ALE Research site, LLES main page
- Project manager of Liberal Arts Billboard test campaign

Boiler Buyer Online, West Lafayette, IN (April 2002-present) (company no longer active)

Partner, Vice President, and Chief Content Manager

- Start-up company with one other partner
- Manage Writing, Art, Features, Movie, What's New, BBO, and Advice section
- Create complex images in Adobe Photoshop for all sections featured pages
- Worked with ASP and HTML to create global style sheets and maintain above sections
- Joint work with CEO in marketing decision, design, and overall company maintenance
- <http://www.boilerbuyeronline.com>

Remedial Services, Purdue University (August 2003-December 2004)

Tutor

- Tutored Purdue students in a variety of classes
- Classes most frequently requested:
 - Statistics 113, Computer Programming Technology 135, Computer Science 110, Biology 121/122, Math 153, Philosophy 111

Positive Presentation LLC, Lafayette, IN (2001-2003)

General Manager

- Assisted in all aspects of running start up international company
- Shipped, packaged, and fielded customer service requests of all phone and web orders
- Hired and trained new employees
- Assisted owner in making marketing and new product decisions
- Answered phones, returned emails, maintained database

Creekside Golf Course, Logansport, IN (1995-2001)

General Assistant Manager

- Managed opening and closing of shop
- Handled bank deposits, change orders, and inventory
- Managed customer service and complaints
- Assisted in hiring and training of new employees
- Responsible for allocation of daily assignments

Community Service

Logansport Crisis Center (June 2004- August 2005)

- Received 39 hours of training
- Worked one 4 hour shift a week

Portfolio and References

Available upon request