

## J. Westley Slater 537 9<sup>th</sup> Avenue #2. New York, N.Y. 10018 – 917-579-4260

### SKILLS

#### Training Applications

- Macromedia Captivate
- Click2Learn Instructor
- Lectora
- Framemaker
- Articulate
- Robohelp
- Microsoft Placeware
- Doc-to-Help
- Authorware
- Dreamweaver Coursebuilder
- Docent Outliner
- SumTotal LMS
- Docent LMS
- HyperSnap
- Snagit
- Grabit

#### Graphic Design Applications

- Adobe Illustrator
- Adobe Photoshop
- Adobe InDesign
- Fireworks
- Freehand
- Quark Express
- Page Maker

#### Web Design Applications

- HTML/DHTML
- Javascript
- Photoshop
- Flash MX Pro
- Dreamweaver MX
- Dreamweaver UltraDev
- Team Site
- Miva Merchant

#### Business Applications

- MS Office 2000
- MS Word, PowerPoint, Excel, Project, Outlook, Publisher, Access, Entourage, Windows Media, Explorer
- Lotus Notes
- Business Objects
- ClearCase
- Test Director
- Adobe Acrobat
- Microsoft Live Meeting
- WebEx
- Cisco MeetingPlace
- Act 2000
- Law Manager
- WinZip

#### Multimedia Design Applications

- Macromedia Director
- Final Cut Pro
- Adobe Premier
- Adobe After Effects
- Quicktime Pro
- KTP Bryce
- Digidesign ProTools
- Steinberg Q-base
- Finale
- Reason
- Reactor
- Samplecell
- Cellsynth
- Native Instruments

*Able to work in both Windows and Mac OS environments*

*Multimedia and Flash examples supplied on request.*

### SELECTED PROJECTS & CLIENTS

**Independent Consultant, Project Manager, Trainer, & Technical Writer**

4/'07 -  
8/'05 -  
4/'07

#### **Credit Suisse – New York, N. Y.**

##### **Sr. Technical Trainer/Instructional Designer**

- Lead team in designing training content for proprietary End User Security software application, managing project time and training cost.
- Developed User Guides, Quick Reference Cards, Standup Training PowerPoints, Webcasts and Captivate online help animated tutorials in coordination with Sr. Management

#### **JPMorgan Chase – New York, N. Y.**

##### **Training Project Manager/Instructional Designer**

- Lead team in designing User Guides, Learning Aids web-based training applications and online help applications for development of proprietary financial software application to facilitate payments from the FRB and DTC.
- Developed training content for proprietary financial software application in collaboration with Senior Management.
- Managed project to develop Business Requirement and Design documentation for new system build and rollout.
- Designed and delivered standup training of proprietary financial software application for JPMorgan clients including Lehman Brothers and Merrill.
- Collaborated with Senior Management to develop and deliver client communications plan for multi-level backend testing to facilitate new system conversion

- 11/04 –  
11/06
- Johnson & Johnson – Raritan, N. J.**  
**Training Project Manager/Instructional Designer**
- Project Manager for conversion of current PRD SOP training modules from legacy Docent system to SumTotal LMS.
  - Lead team to develop content and design for web-based training applications to transfer knowledge for newly developed document management system.
  - Directed design of new standard GUI interface for future PRD eLearning modules in coordination with Sr. Management.
  - Conducted standup training of Lectora courseware application for J & J Training department.
- 10/05 –  
11/06
- ABN Amro – New York, N. Y.**  
**Project Manager – Global Webcast**
- Lead team in the design and production of Flash video webcast training presentation for company-wide release in coordination with Senior Management.
  - Oversaw the development of web-based database for online participant tracking.
  - Reported budgeting and resourcing to Sr. Management.
- 9/04 –  
3/05
- Hewlett Packard Financial Services - Summit, NJ**  
**Project Manager - Web-based Training**
- Project Manager for design and implementation of web-based training applications for HP Associate training on HPFS' IT lifecycle management.
  - Lead team in creation of WBT within HP guidelines and standards using HP proprietary software in combination with Dreamweaver, Dreamweaver Coursebuilder, Photoshop and Flash MX.
  - Developed all content through interviews with subject matter experts.
  - Reported budgeting and resourcing to Sr. Management.
- 8/04 -  
10/04
- Novartis Oncology - Madison, NJ**  
**Intranet Producer & Designer**
- Designed and managed web pages for Novartis Oncology corporate portlet "Oncology One."
  - Worked in coordination with Novartis Sr. Management to develop and deliver content.
- 6/02 –  
10/03
- Altria Group (Philip Morris) – New York, N. Y.**  
**Technical Writer & Training Specialist**
- Created detailed custom documentation of system, system administration, corporate secretarial procedures, general policies and procedures, and best practice business rules for Philip Morris Law Manager software package.
  - Designed and delivered standup training of new proprietary application rollout.
- 10/00 -  
5/01
- Solomon, Smith, Barney – New York, N. Y.**  
**Technical Writer & Training Specialist**
- Designed, developed, and implemented, PowerPoint driven Stand Up training courses on HTML and various Web design applications.
- 11/99  
– 8/00
- EquiServe – Jersey City, N. J.**  
**Training Project Manager**
- Project Manager on SEC mandated training program. Trained over 900 employees on SEC guidelines for Stock Transfer, and proprietary stock transfers systems.
  - 3-phase Risk Management training course
  - Project Manager for custom documentation and training of proprietary financial software package.
  - Project Manager for Executive Microsoft Project training program.

# Confidential

- Web Producer** 3/'03 – 6/'04 **Major League Baseball (mlb.com) – New York, N. Y.**  
**Web Producer**
- Web producer and content management expert for the official site of Major League Baseball.
  - Responsibilities included: editorial and content support for three major league baseball teams and training of new staff members.
- Educator** 9/'94 – 6/'97 **City University of New York – New York, N. Y.**  
**Adjunct Instructor**
- Designed and taught Introduction to Music and Music History courses for Majors and Non-Majors.
  - Served as Coordinator and Presenter for several instructional concerts.

## EDUCATION

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- 9/'93 **City University of New York**  
308 W.42<sup>nd</sup> Street, New York  
Master's Degree  
M. A. Musicology
- 12/'90 **The Julliard School**  
Lincoln Center, New York  
Certification  
Musical Composition
- 9/'81 **University of Oklahoma**  
Norman, Oklahoma  
B. A. Music Composition

*References available on request*