

# Frederick Lifton

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## Education (smart.)

**Duke University**, Durham, NC: MA, English, 91; Ph.D., English, 95.

**University of California, Santa Cruz**: Graduate program in education, 87-88; BA, literature, 85.

**Brandeis University**, Waltham, MA: Undergraduate, 81-83.

**Elementary School**: London, UK    **High school**: St. Joseph's, South Bend, IN.

### Professional Training:

**HTML Writers Guild**: Intro to HTML 4, Macromedia Flash 1, Programming Concepts, Photoshop Level 1, Intro to CSS, Principles of Design

**Apple Computer**: OSX Server Administration, Intro to Final Cut Pro, various other seminars.

**Portland Community College**: Javascript, Intro to Technical Writing

## Professional History (experienced.)

**Instructional Technologist, Digital Media Specialist**. Reed College: 99-present.

Provide project management, web design and production, including web apps and back-end database integration. Provide support and training materials. Develop digital video and multi-media projects. Operate and maintain 12 station multimedia lab (mainly Mac). Supervise 4-10 web and application developers.

**Technical Communicator, Sales and Support**. Power Mac Pac/MacAuction.com: 98-00.

Provided customer support for Mac hardware and software. Assisted in website development, information architecture and technical writing.

**Freelance Consultant**: 95-present.

Established "Prometheus Services," to provide technology, training and communications solutions for clients from students and academics to professionals, non-profits and businesses.

**Computer and Office Manager**. Durham Animal Protection Society: 94-95.

Provided Windows support, office management, and copy writing for a high volume county animal shelter.

**Managing Editor** "The Trading Post" outdoor newsletter: 88-91.

Used a Mac to produce a quarterly marketing publication: wrote copy, proofed and edited, provided design, layout and pre-press support. Supervised staff and free-lance writers.

**Computer Operations Manager** Western Mountaineering: 85-87.

Managed and coordinated company-wide inventory database; organized, maintained and oversaw all company computer operations, provided computer support for management and sales staff.

## Skills, Languages and Interests

(skilled.)

**Technology**: Mac OS X, 1-9.2, Windows 98, XP, MS Office, Photoshop, Dreamweaver, Fireworks, File-maker, InDesign, Final Cut Pro, iMovie, HTML, CSS, Mac OSX server administration.

**Writing**: copy writing, technical writing, marketing communications, research, copy editing, proofing.

**Construction**: amateur skills in carpentry (rough and finish), electrical, plumbing and network wiring.

**French**: competent in written and spoken language.

**Photography**: digital, 35mm and digital video.