

CHARLES M. VAVRA
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Portfolio - www.chuckvavra.com

SUMMARY

Experienced, hands-on individual possessing outstanding creativity and versatility. Results-oriented professional with 6 years of experience in the design and implementation of Web development and Graphic Design projects and 10 years of project engineering / project management experience in the material handling / distribution industry.

PROFESSIONAL EXPERIENCE

Freelance Web / Graphic Designer 2001 to Present
Pingree Grove, IL

- 6 years experience in web design and development (primary), as well as 6 years experience in print graphic design (secondary).
- Development of several static HTML and database-driven Websites.
- Development of several back-end administrative applications for content management systems utilizing PHP / MySQL.
- Direction and coordination of all facets of Web development projects from initial client contact through completion.
- Provide clients with effective communication regarding project status, design changes, pro-active problem resolution and required adjustments, schedule adherence and completion updates.
- Coordination of completed project acceptance from client and complete training of content management systems if required.
- Produce 3D models and renderings of material handling systems for clients to be used for sales support and completed "as-built" systems for marketing purposes.
- Proven success with SEO strategies (keyphrase: "chicago contract web design" and "chicago freelance web design" – see results for www.chuckvavra.com)
- Programming / server-side scripting languages include:
HTML, XHTML, CSS1, CSS2, Adobe Flash CS3 (ActionScript), PHP, MySQL

Clients Include:

- **AMPS** (American Manpower Services) - Staffing company
- **Arra** - Band / Entertainment
- **Blackthorn Grille** - Restaurant / Entertainment
- **Blarney Island** - Night club / Entertainment
- **C-FACTOR** - Band / Entertainment
- **Darana Electric** - Medium sized electrical contractor
- **IMET** - Financial institution
- **Jewelry by Amorette** - Small business
- **Lisle Electric** - Medium-sized electrical contractor
- **Martini Room** - Night club
- **Mile Marker 24** - Band / Entertainment
- **Musician's Friend** - Online musical equipment / gear retailer

PROFESSIONAL EXPERIENCE (Continued)

- **Proven Partners Group** - Corporate
- **Tantra Tour Sound** - Sound Engineering / Pro Audio
- **The Installation Group** - Mechanical contractor
- **Turning Point Productions** - Videographer
- **Village of Pingree Grove, IL** - Municipal
- **XSNRG** - Band Entertainment
- **Crate & Barrel** – Home Furnishings
- **Automotion, Inc.** – Material Handling equipment manufacturer
- **United Food Group** – Custom vending machinery
- **Space Organization**– Custom cabinetry
- **CV Decorating** – Painting Co.
- **The Children’s Network** – Non-profit organization to help children
- **El Arpa Restaurant** – Latin cuisine
- **Hair With Us** – Hair Stylist
- **Petersen Conveyor** – Pre-owned material handling equipment broker
- **Mega Source** – Packaging equipment sales and supplies
- **American Custom Sled** – Custom built snowmobiles

WORLD SOURCE INTEGRATION, INC.

Project Manager, May 2002 to February 2008

Batavia, IL

- Direct and coordinate all facets of project management for the integration and installation of world class material handling solutions ranging from \$5 thousand to \$10 million in scope
- Provide an executive liaison between customer and World Source to communicate project status, design or installation changes, pro-active problem resolution, financial tracking and required adjustments, schedule adherence and completion updates
- Design, development and management of corporate Website which includes a Content Management System (CMS) to enable project managers to upload project updates, files and photos to a secure server that the client can login to and view
- Business process improvement of department procedures, guidelines, communication and documentation activities of project management team
- Coordination of completed project acceptance from customer and complete material handling and safety training of systems
- Ensuring all safety and OSHA standards are met and adhered to throughout the installation
- Utilizing AutoCAD, assist with all engineering endeavors such as mechanical conveyor and structural design layouts.
- Produce 3D models and renderings of proposed systems for sales support and completed “as-built” systems for marketing purposes.

AUTOMOTION, INC.

Systems Engineer, March 2001 to May 2002

Oak Lawn, IL

- Work with Sales Representatives in the development of an efficient, safe, working material handling system and produce AutoCAD drawings for the same
- Preparation of estimates for sales proposals utilizing the companies specialized software and Microsoft Excel to calculate the cost of the system. This also involves contacting various vendors for quotes on buyout items
- Create 3-dimensional renderings of proposed systems for sales support and completed systems for marketing purposes
- Create 3-dimensional drawings of conveyor components for marketing and maintenance purposes

PROFESSIONAL EXPERIENCE (Continued)

WORLD SOURCE INTEGRATION, INC.

Project Engineer, September 1998 to March 2001

Downers Grove, IL

- Responsible for design and engineering of various material handling conveyors, rack systems and mezzanines. These systems are valued from \$20,000 to \$5,000,000.
- Work with Sales Representatives in the development of an efficient, safe, working material handling system and produce AutoCAD drawings for the same.
- Preparation of estimates for sales proposals. This includes working up numbers with various conveyor vendor's estimating programs and retrieving quotes from vendors for various other buyout items.
- Create 3-dimensional renderings of proposed systems for sales support.
- Interaction, correspondence, and systematic problem solving in conjunction with other Project Engineers, Consultants, Architects and General Contractors.
- Produce system, mechanical, electrical, air, and installation drawings using AutoCAD.
- Travel to job sites and interact with installation crews and other company's Project Engineers to determine job status, evaluate potential problems, inventory any used equipment that may be reused, and generally act as a liaison between World Source Integration and their customers.
- Project management duties for smaller projects such as preparing change orders, tracking project costs, and maintaining schedules.
- Calculate required horsepower, point loads and air requirements for systems.
- Design steel support structures for conveyor and personnel for approval and quotation from various structural engineering and manufacturing companies.

SOFTWARE EXPERIENCE

Operating Systems

- Windows XP Professional
- Windows 2000 Professional
- Windows 95 & 98

Technical Design / Illustration

- AutoCAD (R14 – 2006) (advanced)
- Lightwave 3D (intermediate)

Graphic Design

- Photoshop CS3 (advanced)
- QuarkXPress6 (basic)

Web Design / Development

- Adobe Dreamweaver CS3 (advanced)
- Adobe Flash CS3 Professional (intermediate)
- SQLyog
- TopStyle3

SOFTWARE EXPERIENCE (Continued)

Office

- Microsoft Project
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Adobe Acrobat
- Quickbooks

EDUCATION

Some College:

Moraine Valley Community College - Palos Hills, IL
College of DuPage – Glen Ellyn, IL

REFERENCES

Personal and professional references are available upon request. Copies of client testimonials can be found at www.chuckvavra.com/testimonials.htm