

## Andrew Stevens

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Web résumé and list of projects: [www.4serendipity.com/resume/](http://www.4serendipity.com/resume/)

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### Education:

**Specialist in Library and Information Science Indiana University**, Bloomington, Indiana.

**Master of Information Science (ALA accredited), Indiana University**, Bloomington, Indiana.

Concentration in User-Oriented Internet/Network Services and User-Oriented Information Architecture/Interactive Design.

**Graduate work in Philosophy, Ohio University**, Athens, Ohio.

**B.A. Creative Writing, Ohio University**, Athens, Ohio.

### Selected Recent Work Experience:

**Reference Assistant**, Indiana University Information Commons/Undergraduate Services, August 2004 – Present.

Provided in-person, telephone, and Internet-based (email and chat) reference to a diverse University clientele. Instructed library clientele in the effective use of online databases and research strategies. Troubleshot basic information technology problems.

**Webmaster**. Indiana University: School of Library and Information Science, Bloomington, IN. November 2003-present.

Co-managed a large, database-backed (PHP/PostgreSQL) website. Updated and revised site content. Examined, critiqued and upgraded site with regards to current web and accessibility standards. Digitized audio and video materials for Web-based delivery. Helped with online aspects of School marketing plan.

**Website Coordinator**. Indiana State University. September 2001-May 2003.

Developed templates for a redesigned university web site that complied current W3C recommendations, allowed for greater consistency within the site, permitted easy adoption among university departments. Wrote and edited sections of the university web style guidelines. Taught web design classes to a diverse university audience. Created Accessibility guidelines and educated university staff about their importance. Participated in numerous web-related committees.

**Category Editor**. Open Directory Project. March 2001-present.

Reviewed site submissions for a large web directory. Checked existing site descriptions against directory guidelines. Participated in discussions regarding directory's ontology and organization.

**Web Specialist**. Kinsey Institute for Research in Sex, Gender, and Reproduction, Bloomington, IN May 2000-June 2002.

Interviewed clients to ascertain design and functionality requirements. Blueprinted, designed, implemented, and tested online interactive surveys and data management scripts. Documented the surveys' functionality and maintenance procedures. Performed web promotion and search engine optimization.

**Andrew Stevens**•800 N Grant St. #26, Bloomington, IN 47408• (812) 334-8957•[andrew@4serendipity.com](mailto:andrew@4serendipity.com)

**Computer Lab Consultant.** Indiana University: School of Library and Information Science, Bloomington, IN, August 1998 - August 2000.

Assisted patrons in the use of Windows NT, Macintosh, and UNIX platforms and numerous software applications. Helped faculty set up and operate instructional technology. Assisted in the management and administration of Windows NT LAN. Solved hardware and software problems. Produced instructional documentation and FAQs for the department's and University's IT resources. Specialized in the support of web development technologies and software applications.

**Reference Assistant.** Walden University Library Liaison, Bloomington, IN, June - July 1998/July 2000.

Instructed students in research strategies, research tools, information retrieval, controlled vocabularies, and searching techniques. Aided students with computer problems. Troubleshot LAN, World Wide Web, computer applications, and printers.

**Freelance Web Design and Website Evaluation.** Jan 1998-present.

**Archive Assistant.** IU Black Film Center/Archive, Bloomington IN, April 1998-August 1998.

Identified, organized, and labeled films and film fragments. Created classification and organizational schemes to facilitate access and retrieval of archived materials.

**Archive Volunteer.** Ohio Historical Society. Columbus, OH September 1996-August 1997.

Researched and responded to patrons' requests for Ohio death records. Provided technical support for patrons using microfilm readers.

### **Teaching/Curriculum Development Experience:**

**L595: Web Accessibility Workshop.** Developed curriculum for a 22 contact hour workshop on Web Accessibility.

Syllabus: <http://ella.slis.indiana.edu/~arsteven/access/>

**L401: Computer-Based Information Tools,** June-Aug 1999, Oct-Nov 2004.

Instructed students in the use of various applications, operating systems, and Web development. Collaborated with Lecture Instructor in the choosing of topics and readings for the class. Designed and built the class's web site.

Class website: <http://ella.slis.indiana.edu/~mnapier/l401/home.html>

**L571: Information Networking,** January-May 1999; January-May 2000, *Assistant*

Provided technical assistance to students learning intermediate HTML, JavaScript, CSS, and information design. Helped troubleshoot students' projects.

Class website: <http://www.slis.indiana.edu/hrosenba/www/L571/syll/intro.html>

**Indiana State University Web Development Workshop,** 2002-2003

A course covering the University style guide in detail, steps for compliance, and general University publishing guidelines.

### **Selected Skills:**

#### **HCI/Usability/Information Architecture Skills:**

- Experience using a fully-equipped usability lab (Screen capture, AV mixer, and video editing).
- Awareness of and experience with numerous Usability inspection methods.
- Experience authoring usability evaluation plans and usability test reports.

[A sample test report can be seen at <http://www.4serendipity.com/resume/webbrain.html>]

### Computer Skills:

- **Platforms:** DOS, Windows 3.x, 9x, NT 4, and 2000, Mac OS, UNIX (HP UX, LINUX, and Solaris).
- **Programming and Web Development:** Expert-level HTML, thorough knowledge of and experience implementing WAI and Section 508 accessibility guidelines, JavaScript, Cascading Style Sheets, PERL, XML/SGML, Cold Fusion, ASP, PHP, RDF, SQL (mostly with MySQL and PostgreSQL), and Macromedia web development applications (primarily Fireworks, Homesite, and Dreamweaver).
- **Other Applications:** Many, including: MS Office, Corel Word Perfect Suite, Adobe Photoshop, Adobe Acrobat, search engine optimization software (WebPosition), server log analysis software (WebTrends, Analog, Webalizer), network query tools (Sam Spade, Cyberkit), SPSS, Equilibrium DeBabelizer, and PGP.
- **Archival and metadata:** Knowledge and experience standard archival practices and technologies such as EAD, METS, and Dublin Core.

Sample of EAD encoded document: [Guide to the Charles W. Hagen, Jr. papers, 1946-1989](http://www.letrs.indiana.edu/cgi/f/findaid/findaid-idx?type=simple;view=text;subview=fulltext;c=fa-archives:id=InU-Ar-c244pers)

<http://www.letrs.indiana.edu/cgi/f/findaid/findaid-idx?type=simple;view=text;subview=fulltext;c=fa-archives:id=InU-Ar-c244pers>

(transformed to HTML via XSLT)

### Professional Organizations and Professional Activity:

**The Web Standards Project** (<http://www.webstandards.org/>)

**The American Society for Information Science and Technology** (<http://www.asis.org/>)

- Member Since 2001
- Past Member of the Leadership Development Committee
- Past Chair of the Indiana Chapter (2003-2004)

**Technical Reviewer:** for Elizabeth Castro's *HTML for the World Wide Web*,

*Fifth Edition with XHTML and CSS: Visual QuickStart Guide*

<http://www.cookwood.com/html5ed/>

### Selected Publications:

#### ***Creating Accessible Forms***

<http://www.4serendipity.com/highedwebdev2004/forms/>

A presentation given at HighEdWebDev 2004

#### ***Creating Forward, Backward, and Present Compatible Sites with CSS***

<http://www.4serendipity.com/webdevshare2003/>

A presentation given at WebDevShare 2003

#### ***Indiana State University Web Style Guide***

<http://www.indstate.edu/webguide/>

Authored the technical, accessibility, and maintenance guidelines and collaborated with committee members for the remainder.

#### ***The Google Dance***

[http://evolt.org/article/The\\_Google\\_Dance/20/60101/](http://evolt.org/article/The_Google_Dance/20/60101/)

A short piece on the monthly Google update cycle.

Numerous short web-related tutorials such as:

#### ***Quick and simple PHP form processing script***

<http://ella.slis.indiana.edu/~arsteven/form/>

#### ***Unix/Linux File Permissions and the chmod Command***

<http://www.indstate.edu/itdept/web/chmod.html>