

Jonathan D. Samuels

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B.A. in Creative Writing with an additional major in Linguistics
Carnegie Mellon University, 18 May 2008

Computing @ Carnegie Mellon Instructor (2005–2008)
Instructor for required computing course at Carnegie Mellon University, taught freshmen through seniors. Topics covered included Microsoft Office, Adobe DreamWeaver, networking via UNIX, et cetera.

Records Assistant, Enrollment Services (2005–2008)
Assisted Enrollment Services records team in filing and handling of student academic records. Assisted with special projects related to course scheduling, graduation, and record retention.

Records Extern, Enrollment Services (May–Aug 2008)
Duties included the editing/management of the Carnegie Mellon University Undergraduate Catalog and academic records management.

Writer in the Office of the University Registrar (Sep–Dec 2008)
Duties included creation and editing of documentation for Carnegie Mellon University's Student Information System, as well as for academic procedures and policies, distributed to department administrators.

Coordinator for Records, University Registrar's Office
(Jan 2009–Jul 2014).
Responsible for projects related to records management and retention. Oversaw the process of editing and creating the Undergraduate Catalog. Created, maintained documentation related to various applications. Handled the ordering and distribution of diplomas. Supervised Document Services team. Hired and supervised student workers.

Assistant Registrar for Records, University Registrar's Office
(Jul 2014–present).

Responsible for the implementation and continued use of technology applications in support of student and academic record management services (diploma and degree management, Undergraduate Catalog, Student Data Warehouse reporting, verifications, transcripts, active-inactive record retention, and electronic document & content management). Serves as application software administrator for vendor products in support of the Undergraduate Catalog (CourseLeaf), Student Data Warehouse (Pentaho), Student Services Suite. Supervises Document Services staff and student assistants.

Education

Work Experience

Writing Skills: Able to compose and proofread documents, with experience in writing for professional communication, process and application documentation, and public relations purposes.

Computer Skills: Familiar with Microsoft Office 2010, Adobe Creative Suite CS2–CS6 (InDesign, Photoshop, Illustrator, DreamWeaver, Acrobat). Extensive experience with SQL, HTML, CSS, various content management applications. Experience with Windows, Linux, and Mac OS. Other details available upon inquiry.

Interpersonal Skills: Able to work with a team or alone to complete projects. Experience negotiating conflicts with team members.

Management Skills: Experience as a supervisor for both full-time employees and student employees.

Internet-related Skills: Experience in social-media outreach via Facebook and Twitter.

Other Skills: Four years' study of Spanish, two years' study of Russian, familiarity with various other languages. Fourth-degree black belt in Tang Soo Do karate. Handy at sketching with a pencil, pen, or tablet stylus.

Skills

- Valedictorian, Penn Hills Senior High School Class of 2004
- Graduation with University Honors, Carnegie Mellon University
- Oversaw the conversion of the Carnegie Mellon Undergraduate Catalog from mostly print to electronic-only format.
- Project manager for Carnegie Mellon Student Data Warehouse, including training academic department users and coordinating upgrades and improvements with Computing Services.

Honors/Achievements