

Phillip L. Block

1570 Parkview Lane, Port Washington, WI 53074

(262) 284-2505 (Home) - (414) 559-7600 (Cell)

Email <mailto:philblock@yahoo.com> – Web www.philblock.info

Summary

Extensive experience as a technical communications consultant, specializing in web site design and maintenance, as well as many other types of print and online documents. Well-organized, analytical individual who excels at working with detail. Good writer and speller. Works well independently and on project teams. Expresses creativity through writing and photography in both print and online formats.

Experience

- eCommerce web site prototype design
- Led production HTML development for eight-site “Virtual Information System” (extranet)
- Corporate web site user interface makeovers
- Prototype intranet web site designs
- Updated and maintained corporate intranets
- Produced web site designs, graphics, and production content
- Freelance web site development

Software

- HTML: Dreamweaver; HomeSite; HoTMetaL Pro; MS FrontPage
- Graphics: Adobe Photoshop; Paint Shop Pro, MS Visio
- MS Office: Word, Excel, PowerPoint, Access, Publisher, and Sharepoint

Employment

Assurant Health (Time Insurance) Business Analyst	Milwaukee, WI 2009–2010
Compuware Corporation Technical Communications Analyst	Milwaukee, WI 1993–2009
GraySoft, Inc. Marketing Communications Manager	Brown Deer, WI 1992–1993
EMS Solutions, Inc. Director of Training and Documentation	Milwaukee, WI 1984-1991

Education

Michigan Technological University
Bachelor of Science, Business Administration
Houghton, MI

Over 75 online courses in web design and development, communications, software applications, business analysis, operating systems, and general computing and information technology topics.

Community

- The Abil/Ty Connection: volunteer mentor (current role)
- Interfaith Conference of Greater Milwaukee: Mentor-Job Seeker Program. Selected as Mentor of the Year during second year of service.

Portfolio

To view online credentials, visit www.PhilBlock.info and select WEB SITES, PORTFOLIO and EDUCATION..