

# Michael Yosef Robinson

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## Qualifications

### Strengths and Skills

- Self-motivated and fast learning.
- Excellent writing and editing skills.
- Experienced with data entry and word processing
- Creative web designer and graphic artist with particular talent for simplicity and accessibility.

### Computer skills

- **Operating Systems**  
MS Windows 10+ years experience; some Mac experience
- **Programs**  
MS Word WordPerfect Adobe Acrobat MS Excel Quattro Powerpoint
- **Graphics and Desktop Publishing Programs**  
Adobe Photoshop 3+years experience Adobe Illustrator Adobe InDesign Adobe Pagemaker
- **Web Publishing Programs**  
Dreamweaver MX 2+ years experience Fireworks MX MS Frontpage 3+years experience
- **Languages**  
HTML, JAVA
- 60wpm Typist

## Employment

### 1999-2004 Data Entry The Potting Shed 5752 Freedom Blvd, Aptos CA

- Maintained and updated mailing list database
- Printed labels for mailing on a seasonal basis.
- Designed calendar for seasonal mailings.

### 2002-2005 Teacher's Assistant

- Graded student papers.
- Entered grades and student and class data in electronic gradebook Easy Grade Pro.
- Maintained electronic gradebook and compiled and printed student and class reports.
- Typed test papers, quizzes, and occasional other word processing work.
- Designed graphics for reading program flyer

### 10/2003-12/2004 Freelance Web Designer

*Portfolio available upon request.*

- Designed and maintained websites.
- Produced PDF files for download.
- Use of Adobe Photoshop, Illustrator, Dreamweaver, MS Frontpage, and Adobe Acrobat in design and maintenance.

### 10/2003-12/2004 Freelance Graphic Designer and Digital Artist

*Portfolio available upon request*

- Designed logos and other graphic art.
- Use of Adobe Photoshop and Illustrator

## Volunteer and Community Service

### 2/2005-Present Autism Awareness activism

- Using Adobe Pagemaker, produced pamphlets and flyers educating people about autism
- Used Adobe Photoshop to design buttons, bumper stickers and T-shirts to raise awareness about autism

## Education

Graduated Aptos High School 1995

Current student at University of Hawai'i, Hilo  
Psychology & Linguistics major