

STEPHEN KIRK



Title - *Information Technology Specialist, Consultant, Front End Web Design, Graphic Designer, Content Management Systems Admin (Including SharePoint and WordPress), SharePoint Subject Matter Expert (SME), Photographer (Video/Still), Adobe Flash Development, Radio Communications/WIFI Consulting*

Phone - +1 979 436 4360 (voice & text)

Email - steve@stevekirk.com

Websites:

Facebook - <https://www.facebook.com/stevekirkdesigns>

LinkedIn - <https://www.linkedin.com/in/sjkirk>

Website - <http://www.stevekirk.com>

//OBJECTIVES

I am looking to find full time/part time/contract employment that is challenging with an opportunity for growth with an emphasis on communications. I am looking for work primarily as a **Front End Web Designer, Streaming Video Solutions and Staff CMS Trainer**. I prefer remote networking (telecommuting) but will consider employment in College Station/Houston/Austin area of Texas. I have over 20 years of web design and graphics experience. I would appreciate your consideration.

//ABOUT ME

My expertise in the recent past years has been in developing web applications, implementing streaming video solutions, building/maintaining content management systems and training staff in online services. I am equally effective working alone, or on a team. My many years of experience include working in both a corporate environment, as well as remote networking.

I have been fortunate to have worked in a number of different fields over the years. One common theme stands out: Communications. I have worked as a web developer, video editor/podcaster, graphic designer, newspaper photographer, wireless internet service technician and radio announcer. The common skill that sets me apart is effective communications to people.

//EXPERIENCE

Partnered with the BP Foundation, a global 501c3 on a multi-year **grant program** for teachers called **A+ for Energy** that provided the funding needed for teachers to teach energy education curriculum in schools nationwide. My part in this multi-year, highly successful program was to **build the grant application website that included an online application form** and biannual statistical analysis of web traffic. I also served as a help desk directly assisting teachers with any aspect of the online application. The online app allowed teachers to create a user name and password and complete the application at their own pace before the bi-annual deadlines. I **delivered all applications electronically to BP for judging**; then posted the winning applications to the web after each cycle. I was responsible for maintaining up to date content on the website, including posting of each round of grant winners. I hosted the domain as well as served as email administrator.

Responsible for maintaining an intranet news magazine for BP employees called Planet BP for several BP businesses including Texas City Refining and Western Hemisphere Aromatics (WHA) for the past 9 years. Included graphic design for articles, as well as video and flash presentations.

Edited video for multiple BP businesses with full creative freedom to select video effects and music beds, etc. Recommended to the client a new and better online delivery systems for streaming video content for web and closed-circuit TV networks.

Produced a wide variety of video and podcast content for BP businesses that included event footage from community events such as United Way. Streamlined video presentations of regular business internal communications such as town halls, weekly leader messages, safety/training and visiting BP executives, etc.

Designed and implemented online streaming PowerPoint presentations for highly technical employee training or Human Resources communications using varying levels of quality source materials, from Lync recordings to well executed but very long raw video; some presentations were audio only with slides.

Subject matter expert (SME) for 2010 SharePoint. When the BP Decatur site was upgraded from SharePoint 2003 to 2010, I was selected as a co-owner of the site. I designed it, as well as the site for the entire Western Hemisphere Aromatics Business Unit. Additionally, I trained employees on the 2010 update and how to maintain their own microsites.

Responsible for **building and maintaining monthly newsletters** (graphics/layout design) including a WHA monthly newsletter that started out as a pdf for email and then evolved to an online CMS; track metrics for the internal communications manager.

BP recently changed the CMS program for their intranet site. For WHA, I developed an archive system for the past four years of news articles from Planet BP, then **created the layout for the new site in the new CMS (Navitas).**

Currently serve as a trusted advisor to the BP Internal Communications manager Naperville. Am allowed a great deal of creativity and autonomy in executing projects that I do routinely, as well as for special requests that are most often under extremely tight deadlines.

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//SKILLS

- ✓ Web design and development. Programming, deployment and maintenance.
- ✓ Online content management including deployment of CMS core open source packages.
- ✓ Including Drupal, Wordpress, Joomla and others.
- ✓ Audio/Video editing for web. Podcasting.
- ✓ Training: Software and web application training (employee training experience for internal communications including content management systems)
- ✓ Graphic design for web.
- ✓ Adobe Flash development for video, PowerPoint and graphics presentations.
- ✓ Web/domain stats development/analysis.
- ✓ Email server maintenance
- ✓ Newsletter design and development. (PowerPoint, PDF etc)
- ✓ Development and tracking of online Forms and Surveys
- ✓ FTP (File transfer protocol)
- ✓ Corporate Communications/Internal Communications
- ✓ Windows networking
- ✓ PC (Windows) hardware troubleshoot /upgrades
- ✓ Mac and Windows OS (All versions)
- ✓ Linux OS (Ubuntu and many others)
- ✓ Wireless (including Wifi, Cell Data and Amateur radio(callsign KW5TX))
- ✓ Voiceover Work (OnAir talent for KVET and Majic95 in Austin and others)
- ✓ Sound and Lighting technician. Sound engineering both live and studio since 1974. Lighting technician for club and concert venues. (Also have played bass and guitar professionally)
- ✓ Photographer/Videographer (High School yearbook and Newspaper photographer- 1976)(Head photographer Wimberley View Newspaper 1980) 38 years of photography experience including sports, live music and special events.

//SOFTWARE – (PARTIAL LIST)

- ✓ Adobe Photoshop
- ✓ Adobe Premiere Pro
- ✓ Adobe Expression Media Encoder
- ✓ Adobe Dreamweaver
- ✓ Adobe Flash
- ✓ Corel Paint Shop Pro
- ✓ Microsoft Office Suite (Word, Excel, Powerpoint, Infopath and others)
- ✓ Microsoft SharePoint
- ✓ Microsoft Outlook
- ✓ Social media (Facebook, Twitter page development and maintenance), Skype
- ✓ Content management implementation and maintenance including SharePoint, Drupal, Wordpress, Joomla and many proprietary systems and softwares both internal and external.

Steve Kirk / Phone: 979.436.4360 (voice & text) / Email: steve@stevekirk.com

//EMPLOYMENT

Kirk Consulting & Development – owner/contractor/consultant

March 2006 – Present (9 years 5 months) - Web admin, CMS admin, Consultant

IT Manager

Texas Independent Producers and Royalty Owners Association

September 1998 – March 2006 (7 years 7 months) - Managed the Energy Connection for TIPRO. Including multiple websites for the oil and gas industry.

Board member, Website administration

Petroleum Technology Transfer Council at the University of Texas at Austin(BEG)

February 1998 – June 2003 (5 years 5 months)Austin, Texas (University Of Texas BEG)

NEED Project

September 1998 – December 2013 (15 years 4 months) - Responsible for all web applications including providing energy curriculum to teachers in pdf form for over 50,000 schools nationwide. Web admin for over 20 subsites including working with and providing energy related web sites(CMS) for companies such as TXU, FPL, PG&E and the Dept. of Education.

//RECOMMENDATIONS



Allen Gilmer

E&P and Information Management Executive Co-founder and CEO of Drillinginfo.com

I worked with Steve when I first joined the Board of the Texas Independent Producers and Royalty Owners (TIPRO) industry advocacy group in Austin. Steve was ahead of his time then, and has kept it up. He has a rare combination of skills, artistic/user interface capability, and the patience to be managed by the herd of cats that independent oilmen can be. I highly recommend him to anyone seeking a talented web developer.



Holly Beach

Internal Communications Manager Naperville at BP America, Inc.

Stephen has helped our organization move our internal communications forward by leaps and bounds through his innovative thinking, deep knowledge of CMS, podcasts and web development and his detailed quality work from start to finish.

Stephen has helped us excel in our communications effectiveness. His integrity and loyalty make him a go-to guy. I highly recommend him.

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