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I am an information technology professional with expertise in consumer electronics, personal computing, networks, and small business computing. Experience in the management of IT functions and web site support for large corporations. High-energy individual with strong people skills.

I have worn many Hats in my career thus far, and I love it. When my day can go from computer technician to troubleshooter to inventor and be creative, then I would say that was a good day.

In the late eighties I opened my own commercial Photo lab/Photography business and built 3 labs from Scratch; construction to electrical to plumbing. If I needed something that did not exist, I invented it. If I needed to use a new piece of technology, I learned it.

Although I am not certified in Apple, I have supported many systems and Networks over the years. I use a Mac as my everyday machine running both XP/Windows 7 and Server 2003.

Like everything else in my past, I am in a constant learning mode. I am always seeking new challenges and looking to add to my repertoire of knowledge. Areas of expertise are always being added to my daily routine as needed. I enjoy ending a day knowing I have added another notch to my belt.

#### **Technical Skills:**

- **PC – Windows 2003 Server (Active Directory), Windows XP, Windows 2000: Office, Etc. I have touched on skills in the area of Exchange, Black Berry Exchange, Building Servers,**
- **Mac – OS X, all aspects: Photo Shop, Bridge. Illustrator, Dreamweaver, Portfolio, Microsoft Office 2008, Quicken, Quickbooks, Parallels, Fusion, Remote Desktop/Logmein, many Third party applications. Most Internal OS X Applications.**
- **Data Devices – iPhone expert, Blackberry, Palm, Pocket PC, etc.**
- **Setup and Maintenance of Wired and Wireless Networking**
- **Break/Fix – Computers, Handhelds, Home Electronics**
- **Graphic Artist, Photoshop Expert**
- **Web Designer and Web Master**
- **Commercial & Fine Art Photographer**
- **Inventor, Thinker, Tinkerer**

#### **Certifications & Associations:**

- **Microsoft Certified Professional: MCSE, MCSA, MCP**
- **Self Proclaimed Mac Guru**
- **Westchester Business Council Member**

Thank You,  
Marc Jaffe

**2002-Present Technology Consultant, The Taming of the Mac/PC, South Salem, NY**

- Technology consultant specializing in PC and Mac platforms, wireless and hard-wired networks, cell phones, PDA's, handheld and convergent data devices.
- Website Design and Construction, Webmaster
- Commercial Photography
- Help clients determine technology needs, match technology to business requirements, acquire appropriate technology, and implement technical solutions.
- Clients included small corporations to individuals requiring technical assistance.

**Current Senior Art Director, The Write Stuff Advertising, Ridgefield CT**

- Agency for American Express Online design work
- Design Newsletters, Banner Advertising, Web Placement

**Current Web Master/Designer, Freed of London (US Division) Long Island City, NY**

- Freedusa.com, Ecommerce Website for International Dance Supply Company
- Designed in 2003, Build, Maintain, Update Website Monthly

**Current Mac Consultant, Assorted companies in Westchester, NY and Fairfield, CT**

- Mac Consultant for IT companies needing Mac and Design Skill sets

**2009 Network Engineer. CSC/Stellaris Health, Mt Kisco, NY**

- Consultant (3 Months)
- Maintain Windows 2000/2003 Servers: IBM eServers, HP ProLiant, Dell Poweredge
- Rebuild Servers, Install New Servers
- Hands on with Active Directory and Administrator Duties
- Various Network related duties: Rewire Closets, Access Points, etc.
- Work with Desktop Support to maintain hospital desktops as needed

**2008-2009 Senior Technology Consultant. EB Alva Systems, Stamford, CT  
Consultant. JRO Technology, Port Chester, New York**

- Part Time Consultant
- Rebuilding Computers with New XP/ 2003 OS Builds.
- Software installs, Upgrades
- Mac OS Consultant
- Hands on with Active Directory and Administrator Duties

**2005-2007 Customer Service Representative. AT&T Mobility, Greenwich, CT**

- CSR working with consumer clientele as well as direct sales with small businesses.
- Number 5 in New England based on total opportunities
- Data devices include: Blackberry, Palm, Pocket PC, and Smart Phones.
- Trouble shoot clients devices and questions.
- Direct link to various AT&T departments for international setups, Blackberry, and all trouble shooting that cannot be done on the CSR side.
- Follow up with end users and maintain relationships

Continued...

**2002**            **Director of Technology, Wave Entertainment**, Norwalk, CT

- Managed all IT functions including Avid servers, networks. Supported 10 people local and remotely. Maintained desktop and Laptop computers for video editing on the road
- Acquired and installed all computer equipment and applications.
- Evaluated and selected PDA's, cell phones and convergent devices for executive business travel.
- Video Editor for company video projects that included X Games for ESPN and, Splash TV for Nickelodeon. Major TV Networks used the Videos produced by Wave.

**2000-2001**      **Internal Web Designer, PepsiCo International**, Somers, NY

- Contracted to work as a Web Designer on their Intranet and Extranet. Designer for Franchise University. This site will rebroadcast selected video and make available all materials (PowerPoint's and Documents) from their 3-day event as audio slide shows and doc center. This site is available internationally. The video portions were supplied on CD and the materials resided on a dedicated server. Completed a total of 3 versions of Franchise University and Jumpstart and Primer site. Worked with a team to maintain the sites for two years ensuring 7x24 availability internally and externally.
- Designed the International Sales Online website. This site rolled out in early 2002 was a large international site available to the Business units around the world to access all the necessary data to carry out their daily business. Sales online is broken down by the different aspects of Pepsi's working philosophy.
- Designed 3 addition websites for various departments
- Redesigned the Pepsi Online Intranet site to have a scalable front end and incorporate the existing content into a working site while the switch to a new portal was is implemented.

**1999**            **Studio Manager, Blink Digital Studios, Duggal Color Projects -- New York, NY**

- Managed state-of-the-art Digital Photo Studio
- Researched and purchased all studio equipment
- Scheduled digital photography studio rentals and computer production studio for special photo shoots.
- Provided training and support to clients on the use of equipment to optimize their experience with the studio.

**1997-1998**      **Sales Representative, Sinar Bron Imaging, Inc.—New York, NY**

- Consultative sales of professional photography equipment, including Scitex Leaf Digital cameras (12/36 Mb), large format Sinar view cameras, Broncolor strobe equipment, and Foba camera stands.
- Territory included New York City and the 5 Boroughs including both end users and Sinar Bron dealers. Scheduled digital photography studio rentals and computer production studio for special photo shoots.
- # 2 Salesman in U.S. in 1997 and 1998
- Supported dealers and end-users by demonstrating equipment, techniques and applications. Achieved high customer satisfaction ratings.

**1987-1997**      **Professional Photographer, Marc Jaffe Studios, Inc. - Mount Kisco, NY**

- High-end commercial advertising and product photography; professional portraits.
- On-premises full service photo lab.
- Retail Store, Customer Service and Commercial Direct Sales
- Clients included Readers Digest, NY Times Magazine, MasterCard International, Carol Wright, South Beach Beverages, GTE, IBM, US Surgical, Champion Paper, Panasonic, US Tobacco, Pitney Bowes, Dun & Bradstreet.