

# Eliot A.F. Smith — Chemistry Technology Specialist

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## Skills Summary

Demonstrated proficiency in:

- *Scheduling and time management*
- *Capacity to motivate through leadership*
- *Customer and student interaction in technical education and problem resolution issues*
- *Mediation and conflict resolution*
- *Strengthening employee relations*
- *Volunteer work—including managing, administrating and educating upwards of 400 teens and adults plus a staff of inexperienced teachers in a weekly education program.*
- *Effectively teaching complex subjects*
- *Management of technology resources*
- *Basic accounting and inventory control*
- *Eagerness in developing new skills*
- *Strong desire to exceed expectations within established boundaries and*

## Experience

SAN DIEGO STATE UNIVERSITY (SDSU), DEPARTMENT OF CHEMISTRY, SAN DIEGO, CALIFORNIA 8/1993 – 8/2002

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**Lead Research Associate** 5/1997 – 8/2002

*Assisted continually changing goals of electroanalytical research group by assembling, maintaining, updating, and networking hardware and by installing, writing, upgrading and maintaining software to correspond with the specific needs of the group.*

*Hardware concerns included:*

- *Assembling entire computer systems and network structure from the ground up with only available and scavenged pieces and no budget.*
- *Adapting newer computers to interact with older data-gathering hardware.*
- *Creating analog-to-digital techniques to be able to apply statistical fitting software to data collected on more sensitive analog equipment.*
- *Maintaining current backups of data and software configurations to minimize downtime.*

*Software concerns included:*

- *Maintaining networks to maximize data sharing and minimize intrusion for outside the group.*
- *Writing software to:*
  - *Simplify and eventually automate analog-to-digital conversion.*
  - *Assist interpretation of computational results to explain electrochemical data.*
  - *Convert data between various hardware/software set-ups.*

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**Director of Public Access Computers** 8/1995 – 5/2001

- *Perceived a need and created a position within established departmental structure with minimal impact on budget.*
- *Developed goals, structure and SOPs.*
- *Implemented trouble-shooting plans.*
- *Instituted and maintained web site to provide basic instruction on all services and allow for communication between users and director and between faculty and students. It included the use of Perl for CGI scripts to increase interactivity and efficiency of the web site.*
- *Maintained public computer systems that were available to all students enrolled in chemistry classes.*

*Available systems included:*

  - *PCs (Win2000, WinNT3.5/4.0, Win95/98),*
  - *Macs (through OS8.6), and*
  - *UNIX—SGIs (IRIX), and Suns (SunOS).*
- *Maintained hardware and software under strict budget restrictions.*
- *Solved technology issues presented by faculty for their individual teaching and research concerns.*
- *Learned new software quickly as necessitated by position.*

## Experience (cont.)

### **Director of Public Access Computers** (cont.)

8/1995 – 5/2001

- General use software familiarity includes MS-Office Premium Suite (Word, Excel, Outlook, FrontPage, PowerPoint, Access, PhotoDraw, Publisher, Binder...), Maple, MatLab and others.
- Familiarity with a variety of chemistry specific software including various modeling programs.

E&MS SPIRITED PRODUCTIONS, EL CAJON, CALIFORNIA

10/1997–10/2001

### **Owner**

Provided computer service to individuals, non-profit groups and small businesses in the form of Web development, Newsletter publication, Business Card printing and Individualized Greeting Cards using:

- Notepad, vi, Perl, (for CGI Scripts)
- Microsoft Word,
- Microsoft FrontPage,
- Microsoft Publisher,
- Microsoft PhotoDraw,
- Broderbund Print Shop Pro Publisher Deluxe, etc.
- Training to ease demands on home business.

Some of the major successes include

- Web Sites for -
  - A non-profit employment service with a searchable database that covered San Diego County
  - A student organization at San Diego State University with constantly changing agendas and
  - A psychology practice to expand coaching services nationwide
- Monthly Newsletter publications -
  - For the female members of a non-profit religious group of nearly 500 members
  - To expand the reach of volunteer work that included managing, administrating and educating up to 400 teens and adults plus a staff of inexperienced teachers

SDSU DEFENSE CONVERSION CENTER/SDSU FOUNDATION,  
(Joint Venture), SAN DIEGO, CALIFORNIA

6/1995 – 12/1995

### **Instructional Technology Supervisor**

- Designed layout of a technology center for a retraining program initiated by government cuts in defense budget while providing access to the latest resources for continued scientific research publication and presentation
- Assembled components of audio, picture and video production through digital or analog techniques
- Maintained the technology center under input from multiple sources with differing goals

## Education

SAN DIEGO STATE UNIVERSITY/UNIVERSITY OF CALIFORNIA, SAN  
DIEGO, SAN DIEGO, CALIFORNIA

8/1992 – 8/2002

**Post-Master's Degree Research,**

**Master's Degree in Chemistry**—Electrochemistry, GPA: 3.56

UNIVERSITY OF SOUTHERN MAINE, PORTLAND, MAINE

5/1989 – 8/1992

**Bachelor's Degree in Chemistry**—Emphasis in Math and Computer Science, GPA: 3.60

BROOKHAVEN NATIONAL LABORATORY, UPTON, NEW YORK

5/1991 – 9/1991

**Nuclear Material Certifications**—Nuclear Chemistry

## Specific Proficiencies

| Existing Abilities                                                           | Skill Level  | Experience |
|------------------------------------------------------------------------------|--------------|------------|
| Teaching/Training                                                            | Expert       | 14 Years   |
| Software specific to instrumental techniques – CV, FTIR, NMR, ...            | Expert       | 10 Years   |
| MS Office Premium – Word, Excel, Outlook, PowerPoint, PhotoDraw...           | Expert       | 10 Years   |
| Presentations/Public Speaking                                                | Intermediate | 8 Years    |
| Windows Operating Systems – Win2000, WinNT3.5/4.0, Win95/98                  | Intermediate | 8 Years    |
| HTML Coding – Using vi, Notepad or FrontPage, including Perl for CGI scripts | Intermediate | 8 Years    |
| Programming – UNIX, C, Pascal, Lab Windows                                   | Intermediate | 8 Years    |
| American Sign Language                                                       | Beginner     | 2 Years    |