

# Chuck Polenzani

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2937 W. Nelson St.  
Chicago, IL 60618  
(773)-463-2112  
www.orcp.net

**Goals:** To use my experience with Macintosh & IBM compatible computers to the fullest potential and keep expanding my knowledge base.

**Education:** A+ Certified (IBM), Received Mastery Certificates in Quark XPress and Adobe Illustrator scoring in the top percentile of my class at Mac University.

**Employment:** **Freelance Desktop Publishing** Greater Chicago-land Area  
10/96-9/05  
Worked at Stagnito Communications doing Magazine layout; Westell Technologies creating catalogs, PowerPoint presentations, and in house projects; at Allegra Print & Imaging doing Pre-Press/Design work; Digitally assembled educational text books at Black Dot Group & H&S Graphics; Light map-work for UPS via Stanfast; also filled various minor short term positions covering both Mac & IBM platforms.

**APA Photography** Mount Prospect, Illinois  
*Digital Production/Photographer* 3/01-8/02  
Oversaw the transition from film to digital as well as prepared images for CD's to be issued to local schools. Created an HTML-based preview for the images photographed as well as some minor work as a photographer. Oversaw the acquisition of new equipment and the installation of network functionality.

**Network Staffing Solutions** Oak Brook, Illinois  
*Technician* 2/99-5/99  
Worked on various computer rollouts, computer tracking, and Y2K compliance projects at Children's Memorial Hospital and Resurrection Hospitals. Gained A+ Certification for IBM Compatibles

**Software Known:** Adobe Acrobat, Illustrator, InDesign, Photoshop, Creo Prinergy, Microsoft Word, Powerpoint, Frontpage, & Excel, Quark XPress, Adobe ATM Deluxe, Symantec Suitcase, and Norton Utilities/AntiVirus for Mac/IBM. Experience with MacOS 7.x, through 10.4 and Windows 95, 98, ME, 2000 Professional and XP Professional.

**Additional Attributes:** Currently building on nine years of professional computer experience with Macintosh, Apple and IBM operating systems. I am creatively inclined with an eye for detail and a strong work ethic.

**References:** *References and Salary History available upon request*