

RICHARD PAYER

Tiverton, Rhode Island

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OBJECTIVE: To secure a position in Website Design with the intent on establishing myself as a valuable asset, proficient in all phases of the website design process.

EDUCATION: **Bristol Community College**, Fall River, MA

- Associate of Science in Computer Information Systems / Webmaster Option
Expected Fall 2003
- Certificate of Recognition for the completion of the Website Design Certificate Program

SKILLS:

- Microsoft Office 2000 Suite
- Ulead PhotoImpact 5
- WS_FTP Pro Client
- Ace FTP Client
- Ulead Gif Animator
- Macromedia HomeSite
- Adobe PhotoShop
- Adobe GoLive
- Adobe ImageReady

WORK

HISTORY:

Carroll Marine, Bristol, RI

Finish Carpenter June 1986 – May 2001

- Construct Hi-tech custom designed interior units for sailboats
- Train and monitor the progress of new employees
- Conduct quarterly and annual company inventories
- Inspect lumber shipments received to ensure quality control

Harbor Side Restaurant, Tiverton, RI

Line Cook October 1980 – April 1986

- Controlled fry station, served as short-order cook and food preparation worker in well established business

US Army 1st/36th FA, Augsburg, Germany

Head Armorer / Unit Supply man July 1977 – July 1980

- Obtained security clearance required for the position regarding weapons control and distribution
- Assigned to security guard duty during all public transportation of weapons, ammunitions and monthly payroll pickups and distributions
- Provided clerical assistance as a supply clerk: processing acquisitions, filing and invoicing

State Pier, Fall River, MA

Supply Manager June 1976 – May 1977

- Handled company credit and cash accounts
- In charge of shipping and receiving
- Handled incoming calls