Teresa A. Smith

859 Purchase Brook Rd.   203-264-9585
Southbury, CT 06488   teri@tristellar.com

Professional Experience

Naugatuck Valley Community College, Continuing Education, Waterbury, CT

1998-Present   Program Coordinator, Continuing Education
Computer Training Programs
- Responsible for program development and faculty for instruction/certification in the latest technologies in all aspects of computer training including Windows/Macintosh, basic training, programming, imaging, illustration, digital publishing, Internet, business applications, hardware training, networking, information technology

Construction Training Programs
- Responsible for program development and faculty for instruction/certification in various construction areas including estimating, print reading, math, OSHA

Security Officer Certification
- Responsible for program development and faculty for state mandated training program for security officers

Online Learning - ed2go Distance Learning Program
- Responsible for administration of 300+ online courses in partnership with ed2go

- Scheduling of courses, rooms and faculty
- Maintain quality and integrity of content of all courses

1997-Present   Adjunct Faculty - Web Development
- Instruction of various levels of Web Development classes including Designing and Planning, HTML

TriStellar.com, LLC, Southbury, CT

1996-Present   Owner, Web Site Developer/Designer
- Operate and maintain hosting service
- Develop, design and create web sites for individuals and small businesses. Portfolio: http://www.tristellar.com
- Maintain high record of success in web site promotion.

Previous Professional Experience

System Design and Configuration
Supervisor Production/Inventory Control
Senior Production Planner
Planner/Scheduler/Expeditor
Quality Assurance
Groupleader Printed Circuit Assembly

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Technical Skills

Microsoft Office	Word, Excel, Access, Publisher, Outlook
Operating Systems	Windows 95/98/NT/2000/XP/Vista, DOS, UNIX, Linux
Digital Imaging/Publishing	PhotoShop, Paint Shop Pro, Autocad, Illustrator, InDesign, Acrobat
Programming	Visual Basic, C/C++
Internet	HTML/XHTML, PHP, MySQL, PERL, JavaScript, Dreamweaver, Homesite, Front Page, Flash

Technical Training

- Introduction to UNIX, Learning Tree International
- UNIX System Administration, Integrated Technologies
- Web Design Certificate, Naugatuck Valley Community College
- Web Master Certificate, Naugatuck Valley Community College
- Advanced Web Development Courses, Naugatuck Valley Community College
- Programming Certificate, Naugatuck Valley Community College

Affiliations

2000-Present   Rotary Club of Waterbury, CT
- Webmaster – 2001-2010
- Board of Directors – 2003-2010
- President – 2004-2005
- President-Elect – 2003-2004