

# Trevor Steven Smolinski

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**Online Portfolio:** <http://www.hellotoslev.com>

**Date of birth:** 11<sup>th</sup> March 1982

*I am a team player, with the ability to work unsupervised for long periods of time. My good communication skills, friendly and cooperative nature allows me to work with all manners of people. My ability to tackle new tasks and handle responsibility provides me with the experience to confront all challenges put forward. I am keen to succeed.*

## Employment History:

Date	Workforce
Apr 08 – Current	<p data-bbox="573 684 1127 747"><b><u>The Pagesmith</u> – Full Time Web Developer (Main Developer)</b></p> <ul data-bbox="573 779 1333 1325" style="list-style-type: none"><li>■ Managerial role.</li><li>■ Quotations.</li><li>■ Meetings with clients / future clients.</li><li>■ Deal with clients and discuss ideas, to obtain a clear perception of their requirements.</li><li>■ Designing, building and coding websites based on the needs and goals of clients.</li><li>■ Review existing website and create recommendations on usability and design strategies.</li><li>■ Work with SEO (Search Engine Optimisation) team to implement optimisation changes (site structure, page construction and content).</li><li>■ Continually monitor web technology sufficient to understand how the technology is best utilised to benefit the Company and its clients.</li><li>■ Make sure the text and graphic elements mesh together as a cohesive, eye-catching work.</li><li>■ Answer the phone and task / forward messages.</li><li>■ Customer / Client service / support.</li></ul>
Apr 06 – Apr 08	<p data-bbox="573 1356 1208 1394"><b><u>Webtech Pro Pty Ltd</u> – Full Time Web Developer</b></p> <ul data-bbox="573 1425 1333 1913" style="list-style-type: none"><li>■ Deal with clients and discuss ideas, to obtain a clear perception of their requirements.</li><li>■ Designing, building and coding websites based on the needs and goals of clients.</li><li>■ Review existing website and create recommendations on usability and design strategies.</li><li>■ Work with SEO (Search Engine Optimisation) team to implement optimisation changes (site structure, page construction and content).</li><li>■ Continually monitor web technology sufficient to understand how the technology is best utilised to benefit the Company and its clients.</li><li>■ Make sure the text and graphic elements mesh together as a cohesive, eye-catching work.</li><li>■ Answer the phone and task / forward messages</li><li>■ Customer / Client Service.</li><li>■ Customer / Client Support.</li></ul>

	<p><b><u>Achievements:</u></b></p> <ul style="list-style-type: none"> <li>■ 2007 Western Sydney Industry Awards, Regional Excellence – Outstanding Product for Navsports.com</li> </ul>
Dec 04 – Feb 05	<p><b><u>Glendale Chemicals – Casual</u></b></p> <ul style="list-style-type: none"> <li>■ Factory Hand</li> <li>■ Computer Help</li> <li>■ Customer Service</li> </ul>
Aug 2000 – Sept 03	<p><b><u>Mt. Pritchard Community Club – Full Time Internet Café</u></b></p> <p><b><u>Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>■ Customer Service eg. <ul style="list-style-type: none"> <li>- Internet (Browsing Net, Emailing, Chatting, Downloading, Searching)</li> <li>- Microsoft Word eg. (Writing Out: Letters, Resumes, Tables, Invitations)</li> </ul> </li> <li>■ Teaching Basic Courses – 3 Hour Classes. <ul style="list-style-type: none"> <li>- Microsoft Word</li> <li>- Microsoft Excel</li> <li>- Internet</li> </ul> </li> <li>■ Upgrading Software, Downloading Software on PC's.</li> <li>■ Scanning <ul style="list-style-type: none"> <li>- Photo's (Photoshop, Abode Photo Deluxe)</li> <li>- Word Files (Making them into Documents)</li> </ul> </li> <li>■ Data Entry</li> </ul> <p><b><u>Achievements:</u></b></p> <ul style="list-style-type: none"> <li>■ Increase Sales</li> <li>■ Frequent User Program</li> <li>■ ADSL recommendation</li> <li>■ Increase Quality of service</li> <li>■ Attentive to customers</li> <li>■ Tutoring Non-Computer users</li> </ul>
June – July 2000	<p><b><u>Precision Express Freighters – Casual</u></b></p> <ul style="list-style-type: none"> <li>■ Filing</li> <li>■ Spreadsheets</li> <li>■ Word Processing</li> <li>■ Answering Telephones</li> <li>■ Data Entry</li> <li>■</li> </ul>
Dec 1999 - 2000	<p><b><u>Skilled Engineering – Casual</u></b></p> <ul style="list-style-type: none"> <li>• Usher</li> <li>• Stocktake</li> <li>• Lawn Cutting</li> <li>• Furniture Removal</li> </ul>

## Education:

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Year	School
2005	<u>Tafe – Padstow College</u> – Diploma – Website Development
2005	<u>Tafe – Padstow College</u> – Certificate IV – Web Design
2005	<u>Padstow - TAFE</u> <ul style="list-style-type: none"> <li>• Certificate IV – Web Design</li> </ul>
2004 - 2005	<u>Campbelltown - TAFE</u> <ul style="list-style-type: none"> <li>• Certificate II – Information Technology</li> </ul>
1998 – 1999	<u>De La Salle Cronulla</u> – Year 11 & 12
1994 - 1997	<u>Marist College Penshurst</u> – Year 7 – 10

## Web Development and Computer Skills:

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Programming / Scripting	Programs
<ul style="list-style-type: none"> <li>■ PHP 4+</li> <li>■ XHTML 1.0</li> <li>■ DHTML</li> <li>■ CSS</li> <li>■ Javascript</li> <li>■ jQuery</li> <li>■ AJAX</li> <li>■ XML</li> <li>■ WML</li> <li>■ MySQL (Database)</li> <li>■ Adobe Photoshop CS3</li> <li>■ Adobe InDesign CS3</li> <li>■ Adobe Illustrator CS3</li> <li>■ Adobe / Macromedia Flash</li> <li>■ Adobe / Macromedia Dreamweaver</li> <li>■ Macromedia Fireworks</li> <li>■ Project Management <ul style="list-style-type: none"> <li>- Systems Development Life Cycle (SDLC)</li> <li>- Planning, Analysis, Design and Implementation</li> </ul> </li> <li>■ SEO - Search Engine Optimisation</li> <li>■ SEM - Search Engine Marketing</li> <li>■ Web 2.0</li> <li>■ FreeBSD</li> </ul>	<ul style="list-style-type: none"> <li>■ Windows 95 / 98 / 2000 / XP / Vista <ul style="list-style-type: none"> <li>- Operating system – Installation and Maintenance</li> <li>- Installing and configuring software, web browsers</li> <li>- Use of command prompt</li> </ul> </li> <li>■ Microsoft Office <ul style="list-style-type: none"> <li>- Microsoft Office Word</li> <li>- Microsoft Office Excel</li> <li>- Microsoft Office Project</li> <li>- Microsoft Office Access</li> <li>- Microsoft Office PowerPoint</li> <li>- Microsoft Office Publisher</li> <li>- Microsoft Office FrontPage</li> </ul> </li> </ul>

**Achievements:**

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- Full Gold Car License
- Diploma – Website Development
- Certificate IV – Web Design
- Certificate II – Information Technology
- Responsible Conduct of Gambling (RCG)
- Responsible Service of Alcohol (RSA)
- Robbery Course Certificate
- Excel Intermediate Certificate
- Successfully completed Higher School Certificate
- Successfully completed School Certificate
- Participated in Red Cross and Community service Programs

**Interests:**

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- Computers
- Website Development
- Soccer / Touch Football (Weekend with friends)
- Animals
- Reading
- Fishing

**References:**

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For referrals please contact me – [trevor@hellotoslev.com](mailto:trevor@hellotoslev.com)