

ADAM K. HECKLER
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EDUCATION

Miami University (Oxford, OH)
B.A. in Political Science, May 2009
Minor in Classical Humanities
Cumulative GPA: 3.21/4.00

WORK HISTORY

The Miami Amusement (September 2008 - October 2008)

Webmaster

- Assessed pre-existing website for compliance with W3C standards and industry best practices.
- Performed changeover to new domain name, web host, and content management system (WordPress).
- Optimized online content, presentation format, and third-party plugins according to editorial goals.

VARtek Services, Inc. (May - August 2007 and 2008)

Technical Documentation Specialist

- Authored and edited 300+ pages of software documentation for internal employees and clients.
- Translated complex applications and procedures into easily understandable guides for end-users.
- Collaborated with team members and clients to troubleshoot Windows desktop systems in schools.
- Organized and led seminars to train 40+ employees in the use of newly acquired technology.
- Traveled to client sites and performed detailed inventories of existing systems and hardware.

Miami University HDGS (August 2005 - May 2007)

Student Specialist

- Served food to 100+ students per night during periods of peak demand.
- Monitored quality and temperature of many dishes simultaneously.
- Awarded “Student of the Week” for exceptional service and punctuality.

ACTIVITIES AND AWARDS

Secretary of a Political Student Group (August 2008 to Present)

- Coordinated group activities and events via email and social networking websites.
- Facilitated communication of group objectives between officers and members.
- Created and maintained group website using W3C-validated XHTML and CSS.

Miami University Undergraduate Conference in Classics (February 2007 and 2008)

- Presented two original research papers to an audience of 40+ undergraduates and faculty.

Interfaith Circle “Faith and Politics” Discussion Panel (October 2008)

- Answered panel and audience questions on the interaction between faith and politics.

Miami University Dean’s List (Fall 2007, Spring 2008)

- Maintained a 3.5 GPA or higher throughout the semester.

Miami University Student Technology Advisory Committee (Fall and Spring 2006)

- Advised the Vice President of Information Technology on issues relating to student technology use.
- Recommended policy changes to the Information Technology Advisory Council for consideration.

SKILLS

- **Technology:** Microsoft Word, Excel, PowerPoint, Outlook, HTML/XHTML, CSS, WordPress, familiarity with Ubuntu GNU/Linux (Debian-based), intermediate Windows troubleshooting skills.
- **Languages:** Basic knowledge of German.

PORTFOLIO

Portfolio of web development work available at <http://www.users.muohio.edu/heckleak>.