

Dean Allen

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Objective:

To achieve a long-term profession that employs and challenges multiple abilities and technical proficiencies. Fields of proficiency include: Planning // Scheduling // Contract Administration // Construction Specifications & Drawings // Technical Writing // Project Control // Cost Control // Methods & Standards // Process Design & Development // Communications Support // Commercial Art // Graphics Design // Web Site Design.

Professional Attributes:

Production Manager:

Additional responsibilities with Allegheny County Housing Authority (May 2001 to Present)
Design and create a wide variety of presentation specialties including corporate website (www.achsng.com) and newsletter, event invitations and programs, announcements, award submittals, slide & video shows, brochures, mailers, buttons, magnets, cutting & mounting printed/photo media, and many other specialties. Coordinate and design invitations, programs, and signage for annual fund-raising golf events. Establish process and protocol for creative services. Coordinate with printing/copying resources. Organize and maintain digital assets including libraries of graphics, digital photos, drawings and details. Quality control for pre and post graphics production. I am solely responsible for saving many outsourcing expenses for design services and specialties.

Technical Engineer/Web Designer:

Allegheny County Housing Authority, Pittsburgh PA (May 1993 to September 2000 and May 2001 to Present)
Supervise, schedule and produce technical plans, specifications and contract documents for competitive bidding of construction contracts valued up to 1.2 million dollars; Organize information, contacts and support staff; Contract administration from determining and estimating scope of work thru contract completion; Review and approve submittals; Negotiate credits and change orders; Evaluate architectural proposals; Regulate a half million-dollar budget for maintenance work at 43 housing sites county-wide; Made possible the expansion of the internal workload from limited scope projects of \$10,000 to conventional contracts in excess of \$500,000; As a direct result of my reputation, initiative and creativity, work responsibilities were expanded to include corporate web site layout, development, technology integration, and management; as well as graphic design for corporate newsletter, invitations, event programs, signage, announcements and the like.

Owner & Producer (www.missionmasters.com):

Mission Masters Paintball Games, Gibsonia PA (May 2003 to Present)
Design, organize and produce themed paintball events. Develop and integrate original thoughts and ideas into practical game play situations. Produce complete instructional field guides explaining event preparation and setup, rules, props, special characters, maps, etc. Develop advertising and marketing artwork for website and printed posters and flyers. Coordinate with Three Rivers Paintball Park to manage events attracting up to 200 guests. Construct permanent and portable props for in-game use.

Web Designer (2001 – Present)

Personal accomplishments include www.trpaintball.com, www.glassslipperball.com, www.reprojewelry.com, www.annsdesigns.net, www.missionmasters.com and more.

Website Manager/Designer:

HomeownersAssociation.org, Pittsburgh PA (September 2000 to May 2001)
Supervise website development and content for building neighborhood web sites; Define staff requirements; Select, interview and employ capable staff elements; Create and integrate electronic artwork; Introduced method for creating regional map systems internally saving great expenses; Organize and design map interface for five targeted cities; Create, edit, and update HTML web pages, coordinate with ASP (active server page) structure; Convert website public image as required by progress.

Technical Engineer and Project Manager:

Coors Wear Products, Lawrence PA (December 1992 to May 1993)

Produce technical proposals and estimates to clients and potential customers;

CAD-based designs and proposals for industrial piping systems and processing components subject to high abrasion;

Introduced the use of a breakthrough 3-dimensional representation of complex and difficult curved surfaces for use in ceramic brick application design; Saved hours of work and materials costs over previous design methods by making possible virtually perfect brick patterns/designs for specialty applications; Assigned orders for specialty industrial ceramic products to shop engineers.

CAD Coordinator (for electrical engineering):

Davy International/Comstock, Pittsburgh PA (June 1989 to December 1992)

Earned an immediate reputation as an effective problem solver and first choice for design teams for my ability to use hardware and software to improve efficiency and production time; Worked closely with engineers and designers to produce contract and proposal drawings for commercial steel and processing industries.

Abilities:

- Strong technical and creative skills: Able to translate thoughts and ideas into tangible and accurate illustrations. Skilled with graphic design and presentation specialties. Strong initiative skills needing little or no supervision for productivity.
- Excellent communication and technical writing skills: Able to transform complex and technical concepts into readily accessible oral and written forms. Strong interpersonal skills and strong technical/business writing skills.
- Proven managerial time and cost effectiveness through my ability to learn and apply new knowledge quickly and effectively.
- Demonstrated capacity in multi-tasking: Able to focus and balance multiple projects of specialized skills. Successful and consistent work history and performance. Strong organizational skills and leadership qualities.
- Accomplished Technical Engineer: Skilled and experienced with AutoCAD (thru Release 2004), Softdesk Architectural Module, 3-D modeling. Over 15 years experience in engineering fields including architectural, piping, electrical, and mechanical.
- Accomplished Web Site Designer: Over 5 years experience. Skilled with Macromedia Dreamweaver, Fireworks, Flash and MS Frontpage. Design, integrate and manage corporate Internet presence including the following websites: www.achsng.com; www.annsdesigns.net; www.trpaintball.com and more.
- Accomplished Graphic Designer: Over 5 years experience. Skilled with Adobe Photoshop, Adobe Pagemaker, Paint Shop Pro, various document and photo scanning & editing software; Experienced with corporate newsletters, brochures, announcements, invitations, programs, signs, cutting & mounting printed/photo media, etc. Working knowledge of PC's (hardware & software), plotters, laser printers, ink jet printers, digital cameras, CD/DVD burners and more.

Education:

- AS Specialized Technology, Pittsburgh Technical Institute, 1989
- BOCA International Residential Building Inspector Training, California University, Pittsburgh, 2002
- Coursework in Contract Administration, Borrell Technology
- Wide variety of software training with New Horizons Learning Center, Execu-Train, and Ziff Technologies
- PC Hardware Configuration and Maintenance, Data Tech Institute
- Electrical Wiring Design and Commercial Power Distribution, Duquesne Light Company