

**Mike Jendrasik**  
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**Software Experience:**

- Mac OS & Windows
- Microsoft Office
- Adobe Creative Suite (Ai, Ps, Dw, Fl)
- CAD Applications
- AV Applications

**MIT** MIT Enterprise Forum of Pittsburgh  
 ADMINISTRATIVE SUPPORT 2002 TO 2005

- Provided marketing support through website, e-marketing and print materials.
- Assisted MIT administrators in the planning and organizing of forum events.
- Provided AV and technical support at monthly forum presentations.
- Coordinated the development of a new dynamic website and database with MIT board members and administrators.

**Education**

**Community College of Allegheny County**  
 Associate degree in Liberal Arts and Sciences  
 2007 to 2009

**University of Pittsburgh**  
 Began work toward a Bachelor degree in Physics  
 2010 to 2011

**Riverside Studios**  
 Production, Graphic Design & Web Development - 1999 to 2005

- Designed marketing literature for print and web
- Planned, designed, developed and maintained website.
- Photographed products for website and other marketing.
- Assisted in production of glass art and stemware.
- Worked with float glass, poured glass slabs, art glass, stained glass.
- Techniques included: glass etching, sandblasting, molding, fusing, laminating & annealing.
- Assisted in development of new products while learning to use new materials & techniques.
- Responsible for custom design and production of corporate gift line.
- Riverside products where featured in: Bride's Magazine, Jenny Blanc of London, The Craft and Hamakor's "The Source for Everything Jewish."

**Merlot** Merlot Tarpaulin & Sidekit Design, Installs & Repairs - 2006

- Installed and repaired various Merlot truck tarp systems.
- Updated library of CAD files to current specifications.
- Operated Rotary knife CNC cutting table to cut materials to specifications.
- Designed and applied stencils for truck tarps.

**Prism Fiber Optics**  
 Production, Graphic Design & Web Development - 1998 to 2005

- Designed marketing literature for print and web
- Planned, designed, developed and maintained website.
- Responsible for various phases of fiber optic sign production including: Concept design, building and testing prototypes, building one-off(s) for beta testing. Function and form analysis on electrical mechanical products. Finalizing graphic design and mechanical design for production runs. UL listing compliance and audit.
- Developed new computer aided methods for the rapid creation of sign graphics, and fiber layouts, eliminating long processes previously done by hand.
- Maintained shop, machinery, tools and inventory.
- Provided technical support to customers and clients.
- Worked with materials and components including: Metals (sheet metal, stainless steel, aluminum composite panel, aluminum extrusion) Plastics (sheet goods, injection molds, vacuum castings, blow molds) Lighting (incandescent, halogen, LED, optical fiber) Electronics (motors, transformers, fans, thermocouples, heatsinks, wiring harnesses)
- Customers included: Coca-Cola, Pepsi, Anheuser-Busch, Coors Brewing, Miller Brewing, Krispy Kreme, Starbuck's, Shell Oil, Diebold, Giant Eagle, Sam's Mart, For Your Convenience, Kennywood, Servend, Vomela and more.

**Pittsburgh Gateways**  
 Graphic Design & Web Development 2002 to 2005

- Designed logos, graphics, websites and print materials for Pittsburgh Gateways clients.
- Created new corporate image for Pittsburgh Gateways including: an updated logo, website, display items, and print materials.
- Provided general computer and networking support to Gateways staff as a server administrator.
- Assisted Pittsburgh Gateways with technical support in multimedia presentations and activities including the MIT Enterprise Forum of Pittsburgh.

**R.A.J. Home Improvements**  
 New Construction & Remolding - 1997 to 1998

Worked in all phases of interior and exterior construction including:  
 Framing, plumbing, electrical, roofing, siding, soffit & fascia, insulation, hanging & finishing drywall, installing windows & doors, tiling & flooring, cabinetry & countertops, finish trim & molding, interior & exterior painting.