

GARY L. DRYFOOS

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OBJECTIVE

Experienced trainer, writer, and technical consultant seeking a position that will make use of writing, training, web programming, content management and other varied communication skills.

TECHNICAL SKILLS

Bash, Perl, HTML/XHTML, CSS, PHP, MS Excel, MS Access

PROFESSIONAL EXPERIENCE

Upromise Investments, Inc., Newton, MA

April 2010 – November 2011

Feeds Engineer, Operations Group

- Maintained and enhanced the business critical data automation for large financial records database. Wrote and scheduled scripts to manage data exchange between our system and dozens of partner firms.
- Expanded and maintained infrastructure written primarily in bash and perl, using revision control to keep consistent backups during development.
- Worked with our developers to diagnose and recover from feed system errors, including monthly weeklong on-call rotation, requiring 24-hour availability with response times of 15 minutes or less.
- Built an automated template for verifying feeds' holiday dependencies, eliminating lengthy manual comparison steps.

Freelance Consulting

2004 – Present

Writing, Technical Consulting, Website Design

Work with a variety of clients on a wide range of consulting projects, including: a neighborhood governing council, a local artist, a consumer advocacy group, a fraternal society, and others.

WRITING/EDITORIAL

- Edited journal articles and an NIH grant proposal for researchers at the Harvard School of Public Health.

TECHNICAL CONSULTING

- Provided database consulting for a local political campaign.
- Performed administrative support for university symposia.

WEBSITE DESIGN & ADMINISTRATION

- The **Cambridge Area 4 Neighborhood Coalition** (A4NC.org) is the community organizing voice for a low-income and working-class district of Cambridge, Massachusetts.
- **Stephanie Kornfeld Unlimited** (StephanieKornfeldUnlimited.com) is an online gallery for a local artist.
- **JunkSTOP** (dryfoo.com/jsi) was a private campaign to enable people to cut down or eliminate the amount of junk mail they receive.

Massachusetts Institute of Technology, Cambridge, MA

1987 – 2004

Manager, Athena Training Group (June 1990 – February 2004)

- Led all aspects of an Information Services training group staffed by MIT student instructors. Target audience: MIT faculty, students, and staff. Responsible for hiring, training, supervising, and advising student instructors, minicourse developers and support staff; overseeing development of all minicourses, including scheduling, and advertising.
- Taught a variety of technical courses, including: HTML/CSS, Photoshop, Dreamweaver, FrameMaker, MatLab, GNU/Emacs, and Unix/Linux Systems Administration, both on- and off-campus. Presented demonstrations of IS resources to faculty and staff (in groups and one-on-one)

- Provided web development for the STELLAR course management system and served as primary administrator for the group's cluster of Athena Unix workstations.
- Authored user documentation, including a total redesign and revision of a private workstation owners guide.

Training Consultant (January 1987 – May 1990)

- Designed, prepared, revised, and taught various "mini-courses" for MIT's Project Athena, consisting of introductory classes intended to help students, faculty, and staff become capable users of the Athena distributed-computing environment, and to introduce more experienced users to available Athena applications.

Digital Equipment Corporation, Maynard, MA

February 1985 – June 1985

Technical Support Consultant

- Consultant for U.S. Area Field Service Logistics, supported parts inventory database systems for several regional maintenance-and-repair centers across the country.

Atari Research, Cambridge, MA

January 1984 – February 1984

Technical Editor/QA Tester

- Edited and tested programs for a book on the Logo programming language, published by members of the Atari Research staff.

Shaw Data Services, Inc., Boston, MA

June 1983 – October 1983

Database Developer

- Designed, specified, and programmed an online filter and ranking report system for an investments database.

Boston Consulting Group, Inc., Boston, MA

October 1981 to May 1983

Programmer/Analyst

- Redesigned BCG's revenue accounting system. Designed data and report specifications, developed training materials, and taught the accounting staff and office administrators to use the new package.

United States Trust Company of New York, New York, NY

March 1980 – December 1980

Programmer/Analyst

- Maintained and improved the bank's stock performance database as well as a customer database application.

Lehman Brothers Kuhn Loeb, Inc. New York, NY

January 1979 – February 1980

Programmer/Analyst

- Wrote and maintained programs for the analysis of mortgage-backed securities, including Ginnie-Maes, Fannie-Maes, and GNMA Project Loans. Also developed programs to present and explain these securities.

EDUCATION

Union College, Schenectady, NY

Bachelor of Science, Psychology