

## CHRISTOPHER L. CHIPPS

---

20207 Standish Road, San Antonio, Texas 78258 · 210.913.8385

**Objective:** To obtain a full time career position offering opportunity for growth and advancement that will challenge my skills, talents, and knowledge.

**Education:** Bachelor of Arts Degree in American Studies  
University of Texas in San Antonio, fall 1999.

**Experience:** **Website Designer**, July 2011 – Present

### **Office of Multimedia Services - University of Texas Health Science Center**

- Design, administer, and maintain Web based applications for the Office of Multimedia Services.
- Coordinate and implement database driven website applications.
- Theme, administer, and deploy Drupal content management sites.
- Progressive IT experience working with clients.
- Created the Web Users Group on campus to facilitate good Web design practice among content providers and to create a supportive environment for Web designers on campus.

**Website Administrator**, April 2007 – July 2011

### **Office of Information Technology - University of Texas at San Antonio**

- Designed, administered, and maintained Web and database applications for the Office of Information Technology.
- Designed and updated user interfaces for applications.
- Continued responsibility to update, educate, and communicate with constituents on issues that relate to them from the Office of information technology. This includes but is not limited to presentations, training seminars, grass-roots communication efforts, web publication, paper publication, and organizing UTSA wide constituent committees.
- Evaluated new technologies for the Office of Information Technology.

**Data Systems Coordinator**, June 2005 – March 2007

### **Office of Admissions - University of Texas at San Antonio**

- Coordinated and implemented database driven website applications.
- Administration of the Education Management Action System (EMAS) database for prospective students.
- SCT Banner report generation using Crystal Reports reporting tool.
- Troubleshooting and problem resolution for Internet and personal computer related issues.
- Responsible for the creation and management of the internet based data application, Counselor's Corner, with data on high schools, counselors, on-campus events, and weekly reports.
- Regular querying and data mining of information for the Office of Admission or Orientation & Transition Services.
- Responsible for the implementation of the communication plan for the Office of Admissions to prospective students – including management of letter, postcard, and email production.

**Visitor Center Coordinator, May 2001 – May 2005**

**Visitor Center - University of Texas at San Antonio**

- Responsible for the design and maintenance of the New Student Admission Center/Visitor Center website, and the Admissions website.
- Responsible for the creation and management of the database with data on high schools, counselors, on-campus events, and weekly reports.
- Managed the daily operation of the UTSA 1604 Campus Visitor Center.
- Planned and coordinated the advertising and implementation of the on-campus recruitment events.
- Hired, trained, and supervised the Administrative Assistant of the Visitor Center, supervised/advised the Frontrunner registered student organization, and Student Admissions Officers.
- Used bilingual Spanish language skills to communicate with prospective students and their families.

**Admissions Counselor, December 1999 – May 2001**

**Office of Admissions - The University of the Incarnate Word**

- Effectively created an electronic database to track perspective students using Microsoft Access 2000.
- Managed the UIW Admissions web site.
- Organized the UIW e-mail communications plan; setting goals, targeting a specific market, and then executed the e-mail communications plan.
- Counseled prospective students about the university.
- Planned, managed, and cultivated a specific recruitment market for UIW, including the Rio Grande Valley, all of West Texas, and specific school districts in San Antonio Texas.
- Worked extensively with international perspective students from Mexico and South America.

**Other: Adjunct Faculty Member, December 2009 – May 2011**

**Workforce Education and Training – Northwest Vista College**

- Taught a variety of courses in Internet functionality, programming and Web design.
- Coordinated and advised the Digital Media Department on future course curriculum.
- Evaluated new technologies for the Digital Media Department.
- Collaborated with departments to develop overall learning strategies, respond to learning requests and enhance the value of education.

**Computer Expertise: Microsoft:** Word, Excel, PowerPoint, Access, Publisher, Outlook, Internet Explorer, and all versions of Windows and Windows Server.

**Apple:** MAC OS X, and MAC OS X Server.

**Adobe:** Creative Suite Master Collection, Cold Fusion, Freehand, Captivate, and Contribute.

**Programming Languages:** HTML, PHP, Java Script, XML, CFML, SQL, ASP, ASPX, Flash Action Script, and MS Visual Basic.

**Other:** Linux, Apache Web Server, MySQL, IBM Appscan, Nessus Scanner

**Accomplishments:** 2010 SIGUCCS Best of Category Win - Computing Services Public Website  
2010 SIGUCCS Best of Category Win - General Service Campaign Materials  
2010 SIGUCCS Award of Excellence Win - Electronic Computing Newsletter  
2010 SIGUCCS Award of Excellence Win - Short Promotional Video/Audio  
2009 Silver Presidential Volunteer Service Award Recipient  
Member of the 2005 Knowbility.org AIR Austin Internet Accessibility Design  
UTSA Championship Team – 1<sup>st</sup> place Formula 1 Division  
Recognized member of Team UTSA at Knowbility.org AIR Austin Internet  
Accessibility Design Competition 2004  
CivSa Technology Presenter at the 2005 National Conference Provo Utah  
Most Outstanding Faculty Staff Advisor  
University Life Award Recipient spring 2003  
UTSA Student Affairs Shining Star Award recipient, December 2002  
Recognized by the San Antonio Education Partnership Rising Stars, fall 2002  
CivSa Regional Membership Director, 2001 – 2005  
TACAC Website Design Committee member 2002 - 2004

**References:**

**Luis Pastor**

CISA, CISSP, PCI QSA  
Senior Technology Consultant  
Protiviti  
Home: 210.378.7553  
[luis@cleverlittlerobot.com](mailto:luis@cleverlittlerobot.com)

**Alejandro Morones**

Technical Writer / Editor  
Office of Information Technology  
University of Texas at San Antonio  
Work: 210.458.6383  
Home: 210.264.9787  
[Alex.Morones@utsa.edu](mailto:Alex.Morones@utsa.edu)