



ALTER BEN TZION RAUBVOGEL

2428 Vera Avenue • Cincinnati, OH 45237-4308 • 513 531-8793 • alterbentzion@inbox.com

Experience

Administrator—Cincinnati Community Kollel1998–present

- Graphic design and production of publicity and fundraising materials—printed, online, and multimedia
- Tracking of budget and timely payment of bills
- Insurance plan administrator
- Handling and processing of donations
- Maintenance of computers, computer systems, and Lucent/Avaya telephone system
- Design and maintenance of databases for donor records
- Office management
- Maintaining janitorial and kitchen supplies

Art/Woodworking—Camp Ashreinu (Cincinnati)2002–present

Graphic artist, part-time—

Yeshivat Mikdash Melech (Brooklyn, New York) 1991–1997

Designed and produced materials (posters, newspaper ads, brochures, mailers, Chinese Auction paraphernalia) for major fundraising campaigns.

Art and Specialty Counselor—

Camp Shivte Yisrael (Livingston Manor, New York) 1988–1998

- Directed crafts (woodworking and screenprinting)
- Responsible for scenery, outdoor signage, computer/game rooms, and reveille
- Designed and produced application forms, logo, and publicity materials

Skills

Capabilities:

- bookkeeping and accounting
- relational database theory and design
- basic HTML, including PayPal integration
- visual identity systems
- page layout, graphic design and typography
- copy editing—spelling, grammar, clarity of expression
- sound and video editing
- Ethernet, wi-fi, and telephony—including infrastructure
- Maintenance, repair of computers (running Mac OS 10.3 Panther–10.5 Leopard and Windows 95–7) and peripherals
- general secretarial/clerical functions

Proficient in:

- QuickBooks (2006–2012)
- FileMaker Pro (7, 10)
- Microsoft Access (97-2000)
- Adobe InDesign, Photoshop, and Illustrator (CS, CS4)
- Apple iMovie and iDVD
- Microsoft Office (Word, Excel, and Entourage)
- Audacity (sound editor)

Education

1991–1998
Yeshivat Mikdash Melech
Rabbinical College (Brooklyn)

1988–1991
St. Louis Rabbinical College
(St. Louis)

References

Available on request.

Portfolio

PDF's available by e-mail
or on CD-ROM.