



ALTER BEN TZION RAUBVOGEL

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Experience

Administrator—Cincinnati Community Kollel1998–present

- Graphic design and production of publicity and fundraising materials—printed, online, e-mail, and multimedia
- Writing, copy editing, proofreading, and production of weekly parasha sheet
- Design and maintenance of web site
- Tracking of budget and timely payment of bills
- Calculating, paying, and reporting local, state, and federal withholding taxes
- Insurance plan administration
- Handling and processing of donations
- Design and maintenance of databases for donor records
- Maintenance of computers, computer systems, and Lucent/Avaya telephone system
- Office and stock room management

Graphic design, part-time/freelance.....1991–present

Long-term projects include synagogue newsletter and mikveh calendar

Art and Specialty Counselor (summer camps).....1988–present

Responsible for crafts (woodworking, screenprinting, scenery, and outdoor signage); computer/game rooms; reveille; branding, publicity, and application forms.

I enjoy...

- Presenting information and explaining things
- Learning—Torah, especially, but anything, really
- Family time—reading to the children and going camping
- Designing and making useful objects out of wood
- Gardening
- Photography
- Singing harmony

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 mail, e-mail, or CD-ROM.

Skills

Capabilities:

- bookkeeping and accounting
- relational database theory and design
- basic HTML, including PayPal integration
- visual identity systems
- page layout, graphic design and typography
- copyediting/proofreading—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–10.11 El Capitan and Windows 95–10) and peripherals
- general secretarial/clerical functions

Proficient in:

- QuickBooks (2006–2015)
- FileMaker Pro (7, 10, 14)
- Microsoft Access (97-2000)
- HandBase
- Adobe InDesign, Photoshop, and Illustrator (CS, CS4)
- Apple iMovie and iDVD
- Microsoft Office (Word, Excel, and Entourage)
- Audacity (sound editor)
- WordPress (and Weaver Pro)
- Vertical Response