



Alter B. Raubvogel

Cincinnati, OH 45237 • 513 560-3829 • alter@raubvogel.us
linkedin.com/in/alter-raubvogel • portfolio: www.raubvogel.us

Multimedia Coordinator & Writer

Proficient in

Adobe:

- InDesign
- Photoshop
- Illustrator

Microsoft:

- Word
- Excel
- Outlook
- Access

FileMaker

Familiar with

Web:

- Wordpress
- Weaver Pro/Extreme
- Basic HTML
- PayPal Integration

Audio/Video:

- Audacity
- iMovie
- iDVD

E-Mail Marketing:

- Vertical Response
- Constant Contact

Hardware:

- Computer and peripheral maintenance
- MacOS & Windows
- Ethernet
- Wi-fi
- Phone, including infrastructure

Relational Database Theory/Design:

- FileMaker Pro
- Microsoft Access
- HanDBase

Other:

- Mellel
- QuickBooks
- General clerical functions

Analyzing users' needs to design, create, and modify multimedia content: web content, graphics, performance, and capacity.

Competencies include:

- Writing and creating branding and publicity materials.
- Designing page layout, graphics, and typography.
- Copy editing, proofreading, form design, and presentations.
- Editing audio and video components into web formats.

Experience

Freelance Art and Design

Raubvogel Creative 1991–present

- Long-term work on weekly newsletters for two congregations (Cong. Zichron Eliezer and Golf Manor)

Middle School Teacher (interim)

Cincinnati Hebrew Day School 2019–2020

- Taught science, in class and online—a total of six classes daily

Office Manager

Jewish Cemeteries of Greater Cincinnati 2018–2019

- Ran front office; modernized work order system; researched genealogy; sold monuments

Administrator

Cincinnati Community Kollel 1998–2018

- Created and produced publicity and fundraising materials
- Performed newsletter writing, copy editing, proofreading, and production
- Designed, implemented, and maintained web site
- Installed/maintained computers, network, and telephone system
- Initiated databases for donor records and maintained current
- Responsible for bookkeeping, insurance plan administration, and other general administrative tasks

Art and Specialty Counselor

Camp Ashreinu Cincinnati 2001–2018

Camp Shivte Yisrael (New York) 1988–1998

- Directed crafts (woodworking, screen printing, scenery, and outdoor signage); computer/game rooms; reveille; branding, publicity, and application forms of summer camp operations

Education

Yeshivat Mikdash Melech (Brooklyn, NY)

St. Louis Rabbinical College