

Adam Bielawski

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Business Experience

11/2008 – Present American Bar Association, Real Property, Trust & Estate Section, Chicago, Illinois
Technology Specialist

- Support activities of Section's web presence, content management, committee forums, oversees monthly electronic newsletter and online publications, SEO/SEM, email and Social Marketing, and keep abreast of emerging technology.

11/2004 – 11/2008 American Bar Association, Chicago, Illinois
Communications & Technology Manager

- Supported activities of Section's committees, ongoing development and maintenance of Section's web site operations, managed committee forums, oversees monthly electronic newsletter, development and implement marketing and member retention initiatives and kept abreast of emerging technology.

10/2003 – Present **Windows Network, PC, e-Commerce Consultant**

- Developed and assisted small business and entrepreneurs creating online business presence, design and online marketing.
- Assist small business in Windows network infrastructure, administration and client (PC) maintenance.

05/1998 – 10/2003 DigitalCars.com, Inc/United Buying Service. Northbrook, Illinois
Chief Information's Officer

- Led development projects for company Automotive Dealer Referral Web Site hosted on IIS utilizing ColdFusion Application Server with MS SQL as backend Database Server. Serving clients and Internet users with a customized web site for vehicle pricing, research and dealer lead referral applications via real time fax and e-mail for internet base, affiliate or private hosted web sites for clients such as Allstate Insurance Company, LaSalle Bank and various other consumer benefit companies.
- Managed all phases of company Internet and network operations from development to deployment.
- Coordinated and implemented all stages of new projects from proposal and requirements definition to project planning, timeline setting, analysis and implementation.
- Supported, trained, and deployed company applications to staff, company partners and affiliates.
- Network Administrator for Microsoft NT/2000 Peer to Peer Network of 20 – 30 Node PC Network and IIS Administrator for virtual web servers.

01/1997 – 05/1998 **IT Specialist, Webmaster**

- Managed all phases of company computer infrastructure and web site deployment.

05/1992 – 06/1994 AAA Chicago Motor Club, Bedford Park, Illinois
Customer Service Representative

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Skills/Technical Environment

Windows 2000/2003/XP Professional/Server & Legacy, Dell Servers, Tape Drives, Scanners, Printers, Switches/Hubs, Digital Cameras, Adobe Studio Suite, Macromedia Studio Suite, ColdFusion Professional/Enterprise Server, Microsoft Internet Information Server 4/5, MS SQL 97/2000, HTML/CSS/XML, Coldfusion, PHP, Microsoft Office Professional Applications, Internet Technology, Search Engine Optimization (SEO), Search Engine Marketing (SEM), email marketing, social media marketing (Twitter, Facebook, Google Buzz, Ning, etc), Google Adsense/Adwords, Blogger applications such as WordPress, Blggger, LliveJournal, Content Management Systems (CMS) such as InterWoven TeamSite, Microsoft SharePoint, Adobe CQ5, Joomla, WordPress, and various other software and hardware.

Military Experience

07/1987 – 07/1992 United States Navy
Electronic Warfare Technician Third Class; Honorably Discharged

- Operated satellite, UHF, VHF and HF communications.
- Directed and implemented training of divisional personal.
- Supervised and directed proper information flow in ship's Combat Information Center.
- Automated Data Processor on the divisional level.
- Operated and maintained conventional and secret micro; mini-computer systems
- **Held and maintained "Secret" security clearance.**

Education

Keller School of Management, Chicago, IL
Pursuing Master's Degree in Management of Information Systems
Student

Computer Systems Institute, Chicago, IL
Microsoft Certified System Engineer Windows Server 2003 Tract
November 2005 – April 2007

Western Illinois University, Macomb, Illinois
Bachelor of Science in Computer Science, 1996
Business Management Minor

Richard J. Daley College, Chicago, Illinois
Associate of Science, 1994

Other

- Volunteer as Web Site and Computer Manager for local school. (Non for profit)
- Professional entertainment photographer, utilizing conventional and digital cameras.
- CIO Profile in July 2000 Network Magazine
- Fluent verbally in the Polish Language
- Elmwood Park High School Career Fair Speaker in April 2000