

Joshua Maxwell

Home Address

111 W. Morgan, #26
Tahlequah, OK 74464
918.457.8507
maxwelja@nsuok.edu

Objectives

- My highest goal is to learn and grow constantly
- To become skilled in web, graphics, & multimedia design
- To minister in some fashion to people where ever I am, applying knowledge gained from studying the Bible and being disciplined

Education

Northeastern State University Fall 2003 – Present Tahlequah, OK
Major: Visual Communications – Multimedia/Web Design
Minor: Theatre
Currently studying Web Design and Multimedia production

Booker T. Washington H.S. Fall 1999 – Spring 2003 Tulsa, OK
Graduate with High School Diploma
General education with emphasis in computer publishing and film editing

Technical Skills

Operating Systems

Windows 98/ME/XP/Vista – Skilled
Mac OS X – Skilled

Graphics/Presentations

Adobe Photoshop – Skilled
Adobe Illustrator – Skilled
Adobe InDesign – Skilled
Adobe Flash – Skilled
Adobe ImageReady – Working Knowledge
Corel Draw 9 – Working Knowledge

Web Development

Adobe Dreamweaver – Skilled
CSS – Skilled
HTML – Skilled
JavaScript – Working Knowledge
VBScript – Working Knowledge
PHP – Working Knowledge
ASP – Working Knowledge

Sound Engineering

5 years set up & operation of sound equipment for live, weekly music and speakers

Work Experience

Board of Education Tahlequah Public Schools Tahlequah, OK
918.458.4100 Ext 2880
March 2009 – present

Technology Specialist – Web Design

- Full upkeep and design of Tahlequah Public School public and internal sites
- Programming: ASP

Public Relations Department Northeastern State University Tahlequah, OK
918.456.5511 Ext 2880 (Nancy Garber, Director)
Dec 2007 – March 2009

Student Graphic Designer (\$6.15/hr)

- Assist full time graphic designers with projects
- Design & layout of posters, banners, brochures, booklets for both NSU & student organizations
- Assist with other office tasks

Campus Christian Fellowship Tahlequah, OK
918.456.1234 (Tom and Barbara Tucker, directors)

September 2006 – December 2007 (Job doing graphics at NSU offered)

Office Assistant: Graphics/Web master (\$6.00/hr)

- Assist directors with any tasks requested
- Development and upkeep of CCF website Weekly PowerPoint slide shows for lyrics and announcements
- Any and all other PC/media related odd-jobs

Microcomputing Services Center NSU Tahlequah, OK
918.456.5511 Ext. 5678 (Carolyn Doby, Help Desk Manager)
October 2005 – January 2007 (Job doing graphics/web offered)

Student Technical Consultant (\$5.50/hr)

- Help-desk set in a high-paced environment
- Level 1 Student Technical Consultant (STC)
- Provide assistance to NSU employees and students via phone and in person
- Facilitate ITV/DE (Interactive Television/Distance Education) courses

Center for Teaching and Learning NSU Tahlequah, OK
918.456.5511 Ext. 5855
Spring 2005 – November 2005 (Department transferred to MSC)

CTL Student Facilitator (\$5.25/hr)

- Facilitated ITV/DE (Interactive Television/Distance Education) courses
- Fall 2005, considered as senior student facilitator at transfer

Grace Institute Grace Baptist Church Tahlequah, OK
918-456-4320 (Sankie Lynch, College and Families Pastor)
June 2005 – August 2005 (Summer Internship)

Ministry Intern (\$2,000 summer stipend)

- Worked with a team of interns to organize and run a weekly children's ministry
- Participate and assist in the weekly church services (Sunday main services, as well as Wednesday youth services)
- Attend a wide range of daily classes: Apologetics, Hermeneutics, Ecclesiology, Missions

Extracurricular

- President of CCF organization – Spring 2006-Fall 2007
- President of CCF sponsored dorm floor – Fall 2004/Spring 2005
- Run sound board for live music – Fall 2003/2007
- Northeastern State University Social Dance Society (NSU SDS) – Member since Spring 2004
- Campus Christian Fellowship (CCF) – Member since Fall 2003

Languages

- English – Native speaker, Fluent
- Japanese – Learning conversational and writing skills, Elementary level