

# J. PARAS KAUL

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## PROFESSIONAL SUMMARY

- \* Web Development, Marketing, Branding, Communications and Financial Planning
  - \* Skilled in Using PowerPoint & Office 365 Applications (Word, Excel & Outlook)
  - \* Project/Content Management for Web, Video & Social Media
  - \* Office Management, Administrative Coordination, Customer Services
  - \* Policy Making, IT Specialist, 508 Accessibility, Strategic Planning & Employee Search Committee Experience
  - \* Computer Animation & Video Apprentice: Omnibus, Paramount Studios, Hollywood
  - \* Production Assistant for Film and Computer Animation, Digital Effects, Inc. NY
  - \* Computer Animation & Video Assistantship: Real Time Design, Chicago
  - \* Published Author, Peer-reviewed Technical Articles with Art and Brain Wave Gaming Content
  - \* Featured on *Studio 360* & *With Good Reason Public Radio*
  - \* International Travel Planning with Technical Presentations in London, France and Australia
  - \* Recipient of an Outstanding Achievement Award at George Mason University:  
<http://brainwavespaces.com/club/wp-content/themes/suffusion/about.php>
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## WEB, VIDEO & SOCIAL MEDIA

- \* Online Project Management Systems: 37 Signals Basecamp & Asana
  - \* Proficiency in WordPress, PHP, HTML, & CSS
  - \* Design, Architecture, Layout & Navigation: Adobe Creative Suite for Web and Print (Photoshop, Dreamweaver, Illustrator, InDesign)
  - \* Content Management, Copyediting, Constant Contact & MailChimp
  - \* CMS Implementation: WordPress & Drupal
  - \* Server Administration & Maintenance, Internet Access Tools
  - \* Social Media: Facebook, Twitter, LinkedIn, YouTube, Vimeo, Podcasting, Audition
  - \* Google Analytics, Search Engine Optimization, SEM Marketing, 508 Web Accessibility Compliance
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## EXPERIENCE

### **Administrative Coordinator**, MindSpec, Inc. (2016-current part-time)

Assistant to the president, operations management, team member of online Reading Room project for content and promotion of a web database for information related to neurological disorders of autism.

### **Operations Manager & Instructor**, The Boolean Girl Project, <http://booleangirl.org>

Part-time management and teaching visual programming for animation & video to girls in after school enrichment programs. 2015-16

## UNIVERSITY RELATIONS, George Mason University: June 2000-July 2010

### 1. As Director, Web Communications, University Relations

- \* Website Development for University Departments and GMU's Website: [gmu.edu](http://gmu.edu) & Associated 2<sup>nd</sup> Level Pages
- \* Strategized to Introduce Audio, Video & Social Media for the University Homepage
- \* Created & Managed a Web Video Production Area; Produced Promotional Videos and Weekly Event Podcasts
- \* Directed Development of GMU Branded YouTube & Vimeo Websites for Video
- \* Project & Office Management, Marketing & Branding for Web Communications & Media Technologies; Interviewed & Hired Staff
- \* Scheduled Rooms & Chaired Meetings; Managed Staff, and Provided Web and Marketing Consultation to University Departments
- \* Established Program & Financial Goals; Maintained & Purchased Hardware/Software & Supplies (eVA online)

### 2. As Coordinator, Electronic Publications (E-Pubs), University Relations

Developed GMU's Policies Online, Annual Catalog, Alumni Magazine & E-news, Set Program & Financial Goals Supervised Staff & Search Committees, Scheduled Client Meetings, Purchased Software & Hardware using eVA online.

### **Adjunct Assistant Professor, Art & Visual Technology, School of Art, George Mason University**

Sept 2000 – May 2001. Taught Intro to Computer/Web Design & Multimedia; used Ellusion Banner System.

### **Assistant Professor, Electronic Visualization: Graduate Program, Mississippi State**

**University (MSU)**, Jan. 1997 – May 2000

- \* Participated in Development of the Course Curriculum for a Graduate Program in Electronic Visualization
  - \* Taught Web Design/Development & Multimedia Courses for Graduate Students; Advisor for Graduate Students
  - \* Developed the 1<sup>st</sup> Application for Internet2 at MSU
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**BOARD OF DIRECTORS:** Board Member, DC Special Interest Group for Computer Graphics; Homeowners' Association; Peaceable Dragon (Consortium of Educators/Chinese Healing Arts); Former, Senior Management Team, University Relations (GMU)

## EDUCATION

- \* **Master of Fine Arts Degree (MFA):** Digital Multimedia, Animation/Video, School of the Art Institute of Chicago
- \* **Bachelor of Arts Degree (BA):** Art/Photography, California State University, Sacramento, CA  
Dean's List, Phi Kappa Phi; Honor Society (Graduate Courses Completed for Photography)
- \* **Bachelor of Arts Degree (BA):** English Major, Spanish Minor; Dean's List, James Madison University (JMU)  
Harrisonburg, VA (Formerly Madison College)