

Andrew Tapp
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SKILLS & KNOWLEDGE

Advertising and Marketing
 General Public Relations
 Graphic Design
 Organizational Communications
 Print Media Writing
 Professional Public Speaking
 Public Relations Event Planning
 Public Relations Writing
 Visual Communications
 Web Design

TOOLS & PLATFORMS

Google Applications
 Illustrator CS6
 InDesign CS6
 Linux
 Microsoft Windows
 Microsoft Office Suite
 Nginx Server
 Photoshop CS6

LANGUAGES

GIT (version control)
 HTML5 & CSS3
 jQuery
 MySQL
 PHP
 Python

EXPERIENCE***Community Relations Manager******March 2014 to Present***

Achei Temimim Saranac Synagogue

Buffalo, NY

Researched and identified existing and missing services for the Jewish community of Buffalo, specifically through building an eruv, which required contacting field experts, compiling necessary data, presenting to local groups in clear presentation, seeking formal approval from conflicting key publics, creating a high resolution geospatial map of relevant spaces, and adjusting all project details as needed.

Website Developer***January 2014 to Present***Ohr Temimim School (*OhrTemimimSchool.com*)

Buffalo, NY

Created, expanded and maintained the website focusing on modern design, online registration web form, interactive photo album (w/o Flash), and utilizing the newest web standards (HTML5/CSS3), while overcoming a lacking of formal computer science education, by using web resources to master HTML, CSS, Javascript, PHP, and how/why to build a hosting server using Nginx rather than Apache.

Full-Time Student***January 2008 to January 2014***

State University of New York @ Buffalo State College

Buffalo, NY

Studied public relations and advertising while getting married, having three kids, and attending one of the top 16 schools in the country having accreditation from the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC.ku.edu).

Communications Analyst***May 2007 to January 2008***

Hadar Hatorah Rabbinical Seminary

Brooklyn, NY

Improved an annual program for 30 people, replacing previous "word-of-mouth" system, by working with organizers to build a printed and detailed agenda, then distributing to all participants, followed by a structured one-to-one interview feedback process, and finished with a three-page analysis focusing on what can be improved.