

Zeke Graves

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2511 N. Roxboro St.
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Education

Aug. 2018 to present

UNC Coding Bootcamp

Full-stack web development program

Fall 1994 to Spring 1998

Duke University

BA, graduated cum laude with major in Cultural Anthropology, minor in Psychology

Skills

Web Development – Javascript, HTML, CSS, jQuery, Bootstrap, Materialize, Node.js, MySQL, AJAX, APIs

Other Software – Adobe Photoshop; Capture One Pro; Microsoft Office

Electronics - soldering, wiring, reading schematics, coursework in electronic music theory and production

Audio Production – analog or digital; Adobe Audition; Steinberg Wavelab; Cockos Reaper; Ableton Live; analog tape preservation and editing

Employment

Duke University Libraries, Durham NC

Digital Production Specialist (Audio) – Produce digital surrogates of books, manuscripts, audio, and moving image material from Library and other University holdings. Create images and surrogates according to deadlines and at specified levels of quality to meet Libraries' goals for preserving collections and providing online resources. Provide specialized support for recorded sound material in the Library's Digital Production Center. 5/12-present

Duke University Libraries, Durham NC

Research Services Assistant – managed the Perkins Reference Collection. provided public service through day-to-day operations of the reference desk and library instruction rooms. served as purchasing card, travel, and budget administrator for several departments. hired and trained student employees. 9/08-5/12

Polk County Public Library, Columbus NC

Technical Services Assistant – oversaw installation and operation of all hardware and software systems, including RFID and A/V equipment. ordered library equipment and supplies. coordinated maintenance of staff and public computers for two library branches. catalogued and processed new acquisitions. payed library invoices and kept financial records. created statistical reports. 2/07-9/08

Presentation Services Audio-Visual, Asheville NC

A/V Technician – provided audio, video, and lighting support for Grove Park Inn conferences, meetings, performances, and other events. 11/06–2/07

Carolina Performing Arts, Chapel Hill NC

Marketing Assistant – created and updated website content. created and managed database of marketing expenses. prepared and distributed brochures and marketing materials. 11/05-10/06

UNC-Chapel Hill Office of Institutional Research and Development, Chapel Hill NC

Office Assistant – updated and edited print version of UNC Factbook. assisted with mailing and data collection for surveys and studies, as well as interview transcription. handled phone duties and scheduled meetings for department director. 8/04-10/05

Lantern Restaurant, Chapel Hill NC

Waitstaff – dining and bar service at pan-Asian restaurant. 4/02-4/04

Music Gaming, Inc., Chapel Hill NC

Developer – researched and wrote content for music trivia and gaming website. researched marketing partnerships, wrote marketing materials, and managed affiliate program. 10/00-10/01

UNC-Chapel Hill School of Public Health, Chapel Hill NC

Program Assistant – provided customer service, registration, marketing, and technical support for Public Health Grand Rounds national satellite broadcast and webcast. recorded on-site interviews. designed and conducted follow-up studies of program viewers. 8/99-6/00

UNC-Chapel Hill School of Social Work, Chapel Hill NC

Office Assistant -- worked to implement and update statewide computer database of social agencies and programs. 4/99-8/99

Avid Reader Rare and Used Books, Chapel Hill NC

Internet Book Search/Sales Associate -- handled day-to-day operations of search service, including Internet research, customer service, and database maintenance. 9/98-3/99

Center for Documentary Studies, Durham NC

Research Assistant -- researched, organized, and displayed documentary projects on historically African-American neighborhoods in Durham. 1/97-5/97

Other

[WXDU](#), Durham NC, 1995-2006 - deejayed a weekly show on the Duke student radio station and served on the WXDU Board. trained new deejays, scheduled shows, and selected playlist.