

DANIEL OTTO

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www.danielotto.org

All Customers
Employers
Creatives

Daniel Otto
303 NE Buffalo Street
Portland, Oregon 97211

Subject: Cover Letter for Daniel Otto's Resume

Dear Person of Interest:

I am currently in my final year at Portland Community College; the degree I am earning is an Associate of Applied Science with a major in Website Development & Design. My degree has a focused emphasis in Design, and user interface (UIX), that has also informed my professional development by earning a Certificate in Multimedia also from PCC.

My education and experience (in HTML5, XHTML, CSS, SEO, UIX, CMS ie, WordPress, jQuery, MySQL, PHP, FTP and the core of the Adobe Creative Suite (CC); Photoshop, Fireworks, Flash Pro, Illustrator, After Effects, Bridge, Premiere Pro, Dreamweaver, Acrobat X Pro) insure that I have the technical skills for the internship. I have working experience with both Windows and Mac platforms in addition my skills include knowledge of Maya 3D animation, theme development, typography, compositing and I am up to date on the latest Microsoft Office Suite.

I thrive on collaboration. In my past managerial experiences, and in my current academic career, I have a proven track record of excellence with both internal and external consumers on projects. I enjoy my work and the collaborative process that sees a project through to the end. I have years of customer service and can speak with confidence when I say that all voices must be heard, considered and responded to, it is about people. I am a joyful people person, life-long learner, and inclusive instructor when required to take on that role. I look forward to talking this over further over the phone, or in person. Thank you for your time!

Sincerely,

Daniel Otto
503-283-8030

Enclosure: Resume

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Qualifications

Technical Experience: Website creation and design in my own business, dco productions. As a student I have current education in HTML5, XHTML, CSS, SEO, CMS ie, WordPress, jQuery, UIX, MySQL, PHP, FTP and the core of the Adobe Creative Suite (CC); Photoshop, Fireworks, Flash Pro, Illustrator, After Effects, Bridge, Premiere Pro, Dreamweaver, Acrobat X Pro insure the technical skills for the internship. I have working experience with both Windows and Mac platforms in addition my skills include knowledge of Maya 3D animation, theme development, typography, compositing and I am up to date on the latest Microsoft Office Suite.

Person of Intention: Through my professional and academic carriers I have come to a place where I practice self-awareness and interact with others in a respectful way by making and holding space for them in their reality.

Leadership: Served in the US Army for over eight years as a Supply Sergeant, Detachment Sergeant and Platoon Leader in Europe and the U.S., Honorably Discharged with the rank of Staff Sargent SSG/E6(P). I was awarded many medals for performance including the Meritorious Service Medal (MSM) for outstanding service and leadership overseas.

I worked for Graebel Movers as a Lead Driver and Supervised groups of workers daily and was responsible for teams of workers to pack, load, and ship then unload and unpack customers' goods – Household, Corporate/Office/Industrial and International Moves.

I was a Crew Leader Assistant, Crew Leader for the Census 2000, leading my crew thru numerous phases of the population count. Again for the Census 2010 I was employed as a Field Operations Supervisor to lead many crews during the decennial Census operation.

A Trainer: While in the Military I was responsible for assigned duties and for the Training of those personnel under my authority. The result was repeatedly passing the Annual Inspector General Inspection with Honors.

During my tenure at Graebel Movers, each spring I was one of two drivers allowed to train the new hire "summer help" for training and education on Company Policies and the proper procedures of moving, while on the job. This ensured a safe work space and protected both employee and employer.

A Man of Integrity: I believe in working closely with personnel and in being willing to hear all sides of an issue. I have experienced mediation (Alternative Dispute Resolution) experience including working with employees as their Liaison for Labor Union ATU Local 757.

Life Experience: One thing I have learned is that the best leaders are good followers. I have been both and enjoy the challenges that each brings.

Customer Service: As a lead household mover, I was the key representative between the customer and company. I learned to present myself and my crew to customers in such a way

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that they felt a part of the process. Winning the customer's trust in the first five minutes is the key to a successful move - as it is with any customer interaction.

EDUCATION, CERTIFICATIONS & AFFILIATIONS

United States Army

- Meritorious Service Medal
- Army Achievement Medal
- Good Conduct Medal with 2 awards
- National Defense Service Medal
- Army Service Ribbon
- Army Overseas Service Ribbon
- Valedictorian Logistics and Supply School
- NCO Academy Leadership School
- Honorable Discharge

Graebel Van Lines

- Certified Driver
- Certified Packer
- Certified Loader
- Certified Trainer

Portland State University

- 2 years of study as an Undergraduate Major in Accounting

Portland Community College

- Skill Center Certificates: Basic (Windows and Office) and Advanced (Office & HTML)
- I am currently in my final year at PCC, and the degree I am earning is an Associate of Applied Science with a major in Website Development & Design. My degree has a focused emphasis in Design, and user interface (UIX), that has also informed my professional development by earning a Certificate in Multimedia. GPA: 3.74

Professional Affiliations

- Nova Shalom
 - Multimedia Club
 - Cascade Student Veterans
 - Web 2.0
 - Social Justice Fund Giving Project
Volunteer to raise money for local
 - Friends of Trees Volunteer and Giver
- social justice organizations. Part of a diverse group of individuals that raised money for nonprofit organizations that are on the front lines of the social justice movement.

Work History

dco productions www.danielotto.org

Web designer, workflow, design patterns, IT tech, visual design, SEO, user interface and web host for many web sites. Current website deliverables:

- www.britescape.com britescape

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Built from the bottom up, as an informational contact page. I am responsible for maintaining the site and SEO. Britescape is a new company with a new product for the greater Seattle Metropolitan area and the United States.

- www.qllighting.com Quality Landscape Lighting

Some redesign to trim the weight of the site and major SEO upgrades to keep them the number one landscape lighting company in Washington State. I also perform maintenance as needed for the site.

- www.danielotto.org/tsunamisoads Tsunami Soap Company

This project is currently hosted in my sandbox and continues to go through several iterations before this website is moved and goes live.

Laidlaw Transportation then First Student Transportation

School Bus Driver for contractor of Portland Public Schools and Recruiter of drivers.

Amalgamated Transit Union Local 757

Union Shop Steward and Liaison between the drivers and the company.

Tri-County Transmission and Transaxle, Inc.

Office Manager and Sales for a small transmission and transaxle repair and replacement shop.

US Census Bureau

Crew leader of citizens to go door to door and obtain the information to accomplish our assigned portion the decennial census. Then as a Field Representative I interviewed constituents on the phone and in their homes for several federal agencies that the Census Bureau contracted with.

Graebel Van Lines

I was a local, and over the road, move manager and driver. I completed hundreds of successful moves, for hundreds of satisfied customers during my eleven years with the company across the eleven western states.

Columbia Sportswear

As a warehouseman, I was given the opportunity to train in my own personal growth while shipping sportswear products around the world.

US Army

Supply and Logistical experience, developed and oversaw multimillion dollar annual budgets. Participated in team work shops and personnel leadership building exercises.