Jack Bellis
8904 Carlisle Road Wyndmoor, PA 19038-7412
Home: (215) 836-9147   Cell: (267) 575-6934
jackbellis@hotmail.com

Experience

OCTAGON RESEARCH SOLUTIONS, Wayne, PA

User Experience Manager   *1 Year (12/04-Present)*

Responsible for usability and user interface design for the maker of a leading pharmaceutical software application. The system combines features of document management, workflow, and project management, facilitating the electronic submission of new drug applications to regulatory authorities.

- Produce mockups and improve existing design of the entire product line. Direct the developers in the implementation of the design. Assist with HTML aspects of the construction.
- Participate in the writing and review of system design documents.
- Communicate design requests to offshore (Serbia) team for implementation.
- Manage the technical writer and design the end user documentation, online help, and internal Web pages.

SATORI GROUP, INC., Conshohocken, PA

User Interface Designer   *1 Year (8/03-12/04)*

Interface design and usability visionary for startup maker of financial software, a multi-dimensional reporting system that brings database power to spreadsheet users. See http://satorigroupinc.com/products/webDemos.html.

- Created hundreds of user interface mockups for production of a Web application by Russian development team and negotiated their successful implementation.
- Mandated to elevate the usability of the entire product line, lobbying for user-friendly techniques among local and offshore production efforts.
- Provided hands-on technical assistance to marketing and sales initiatives with Web and other rich media production.

FIRST CONSULTING GROUP Wayne, PA

Advisory Consultant   *8 Years (9/95 – 7/03)*

Interface design, interactive media, and conventional technical writing for software consulting engagements.

- Designed the user interface, including over 1000 HTML mockups and images, for a $15M+ project, a Web-based, pharmaceutical safety system. Performed usability review and analysis on the application.
- Designed and created intranet site for software development methodology
- Provided usability analysis and authored Web-based training for a Web-based document management system
- Authored company-wide user interface design standards, and provided design input on multiple projects
- Presented an evening course on interface design and style standards
- Documented 15 client-server systems for pharmaceutical and publishing applications
- Consulted with a Fortune-100 company to implement multimedia CBT, and subsequently created the complete four-module, 2-hour suite, with Macromedia Authorware
- Produced the company's first sound-and-video multimedia presentations with Macromedia Director, approximately 10 Director presentations in all
- Created an interactive game for our intranet site, using Shockwave plugin for Director

SYSTEMS AND INFORMATION DYNAMICS (now a division of SAP, America) Lester, PA

Analyst   *Contract Position, 4 Months (5/95 – 9/95)*

Created user and technical documentation, and marketing materials for an industrial transportation package that integrates exclusively with SAP R/3. The user documentation included context-sensitive help and an integrated trouble-shooting database with a custom VB 'front-end.' Marketing material consisted of multimedia trade show presentations and 4-color-process, printed documents produced with Ventura Publisher.

UNISYS Corporation Blue Bell, PA

Senior Product Information Analyst   *2 Years   (3/93 - 4/95)*

Wrote technical information for a client-server imaging system. Responsible for the server installation manual and all integration literature.

- Introduced online help methods, first with direct editing and then with high-level tools
- Converted core library to Multimedia Viewer format
- Awarded second-highest company award, for creating a working demo of a programming command set
- Attained highest possible rating on annual employee review system

SELF-EMPLOYED Wyndmoor, PA

Documentation, Database Maintenance, Presentations   *1 Year 4/92 - 3/93*

Provided technical and creative computer services to the following organizations:

- Positek, Inc., Norristown, PA; technical writing, desktop publishing, presentations
- The Berkeley Corporation, Bala Cynwyd, PA; contract desktop publishing and training of Ventura Publisher
- Mobile Computer Systems, Inc., Jenkintown, PA; operator's manual and proposals
- T.H.E.M., Inc., Mount Laurel, New Jersey; maintenance of a PC database

POSITEK, INC. Norristown, PA

Documentation/Training Coordinator/R&D Specialist   *5 Years   (9/87 - 4/92)*

Wrote and maintained all customer and internal documentation and some marketing literature. Conducted internal technical training and orientation of new software support personnel.

- Produced a series of seven video tapes for internal training
- Developed an on-line documentation system for software support staff
- Implemented over fifty enhancements to the user-friendliness of the system

Installer/Trainer

Installed, trained and supported multi-user computer systems in approximately 100 businesses. Responsible for larger chain-store installations, nationwide and abroad.

- Developed template techniques to streamline software installation and setup
- Created the company's first video training tape, enthusiastically received by clientele

Education

HUMAN FACTORS INTERNATIONAL, Fairfield, Iowa

The Science and Art of Effective Web and Application Design

THE CHUBB INSTITUTE Paramus, New Jersey

Novell Network Administration Course

THE MAXWELL INSTITUTE Norristown, Pennsylvania

Computer Programming Certificate

PENNSYLVANIA STATE UNIVERSITY University Park, Pennsylvania

Bachelor of Science, Science Major

Publications, Presentations, Honors

- *Presenter, "Career Insights in Usability and Technical Writing," La Salle University, Philadelphia*
- *Presenter, "Web Multimedia with Macromedia," Chestnut Hill College, Philadelphia*
- *President's Award, "Interactive API Demonstration Framework," Unisys, Blue Bell, PA*
- *Author, "It's Not Carpal Tunnel Syndrome," a 5-Star book on Amazon, in its 4th printing, with 8,000 sold*
- *Presenter, "Many Mysteries of RSI," Coalition on New Office Technology, Boston*

Online Samples Available Upon Request