

Steve Cummings

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OBJECTIVE

A diverse Learning Design role that combines learning analysis, design, development, implementation and evaluation.

SUMMARY

Experienced healthcare financial systems professional currently pursuing Master's degree in Learning Design and Technology at San Diego State University. Successful at managing projects, implementing systems, and developing documentation, job aids, and training materials. Strengths in communications, visual design, technology, and performance improvement through systems and process analysis.

SKILLS SUMMARY

Design / Technical

- Communications—creative and practical skills for development of multimedia communications that include experience writing, video editing, screen capture, and graphic design for published newsletters, training materials and websites.
- Software: Camtasia, Adobe Photoshop, InDesign, Illustrator, Dreamweaver, Lightroom, Cakewalk (audio), AfterEffects, PremierPro, HTML/CSS/jQuery/WordPress/Drupal, OneNote, SharePoint, MS Office—Word, Excel, PowerPoint, Visio, Outlook. Hardware: PC and MAC

Business / Management

- Systems— experience in project management of systems implementations, upgrades, improvements, maintenance and training. Includes customer service and problem-solving.
- Finance— experience supervising and performing all accounting functions. Training for nursing and ancillary management, job-aid design and development, and process documentation.

EXPERIENCE

Freelance Graphic Designer 1995–present

Work closely with clients to create exceptional designs for the web and print media. Create logos, web sites, photo simulations and illustrations. Focus on healthcare, architectural, mapping (GIS) and educational clients.

- Created over 800 photo simulations and illustrations.
- Math.com design contractor.
- Specialize in Adobe Photoshop.

Multimedia Volunteer, R.H. Fleet Science Center 2013–present

Art, design and production to promote events, exhibitions and IMAX theater movies for large Exploratorium-style Science museum. Public way-finding and visit-planning aids. Balance great design with meeting deadlines. Produce results independently as well as collaboratively in a team environment.

- Design and prepare informative illustrations, flyers, brochures, posters and photography.
- Design, produce and apply banners, maps and wall signage.
- Web design projects (Drupal). Constant Contact e-blasts. Digital signage and Scala.

Sr. Decision Support Analyst, Sharp Healthcare 2011–2012

Provided support for all functions necessary to implement and maintain the EPSi cost accounting and budget system. Created extensive process documentation and trained new users. Designed and implemented SharePoint site for system-wide information dissemination and project task management. Facilitated workflow analysis and designed flowchart diagrams using Visio to communicate changes. Coordinated data validations and upgrade testing. Setup all centralized aspects of 2013 budget for 6-hospital system.

Financial Analyst, Sharp Memorial Hospital 2009–2011

Financial Analysis and Budget for integrated campus consisting of 3 hospitals (1000+ beds), outpatient services and home health care. Specific responsibility for: all Nursing Departments, two Senior Center Clinics, Customer Operations, PBX and Home Health. Strong relationships with Management team—regularly participated in Nursing Executive Team meetings. Facility Administrator for Allscripts: EPSi. Maintain access/security organizational hierarchy for EPSi and Lawson. Consultant and trainer for education of management staff in developing operating and capital budgets and monitoring financial performance of operations. Project leader for: midnight census reporting, Cerner dialysis implementation, and Emergency Department charge reconciliation audit projects including project specification and workflow analysis.

Systems Analyst, Mission Bay Hospital-Columbia/HCA 1993–2001

Information systems and accounting functions at a small hospital (closed in 2001). Support of staff & physician users of patient care & financial systems including: initial system design & implementation, problem resolution, development of documentation and training. Designed logo used in all marketing communications. Support facility PC network, Outlook, Internet Explorer & MS Office applications.

Manager of I.S. & Accounting, Rancho Park Hospital 1990–1993

Responsible for information systems and accounting functions at a small behavioral health residential treatment facility for children and adolescents. Defined needs in request for proposal for new hospital computer system. Followed through with implementation including system documentation, testing, and user training.

Communications Coordinator, Community Mutual Blue Cross 1984–1989

All Medicare Intermediary communications for state of Ohio. Responsible for authoring & designing brochures, ads, newsletters and direct mail campaigns. Manage projects from concept through

completion, including developing strategy, managing costs, and ensuring quality and timely completion. Coordinated quarterly state-wide training seminars.

Other Employment

Student Teaching (Biology), People's Middle School, Cincinnati, OH 1984–1985
Administrative Supervisor, Respiratory Therapy, Jewish Hospital 1981–1983
Toxicology Research Assistant, Procter & Gamble Co. Environmental Safety Div. 1979
Biology Dept. Teaching Assistant, University of Cincinnati, General Zoology. 1978–1979
Millworker, Hamilton Fixture Co. 1974
Musician Performer, Kings Island Amusement Park 1976 / Trumpet teacher

VOLUNTEER & COMMUNITY SERVICE

- Reuben H. Fleet Science Center
- Knights of Columbus
- PTA communications-School for Creative, Performing and Media Arts (CPMA)
- Folk choir musician & singer–Ascension Catholic Church
- Edible Garden Society

PROFESSIONAL ASSOCIATIONS

- AIGA, the professional association for design
- NAPP, National Association of Photoshop Professionals

EDUCATION

Currently Enrolled

- San Diego State University, Learning Design & Technology Master's Program
completed 18 hours GPA 3.93

Degrees & Certificates

- San Diego Community College District, Web Specialist Certificate 2013
- San Diego Community College District, Multimedia Design Certificate 2000
- UC San Diego, Certificate in Digital Publications 1995
- Xavier University, Teaching Certification–Completed coursework: General Science 1985
- Xavier University, M.B.A.–Concentrations: Marketing & Finance 1981
- University of Cincinnati, Department of Biology– M.S. Program 1979
- Xavier University, B.S.– Major: Biology 1978

Additional Education

- SBA/Score Seminars on SEO, Social Media, LinkedIn and YouTube Video Marketing 2013
- San Diego Community College District, Premier Pro Video Production 2014
- San Diego Community College District, Multimedia Review 2013
- San Diego Community College District, Typography 2012
- San Diego Community College District, Logo Design 2012
- San Diego Community College District, HTML5 & CSS3 2012
- San Diego Community College District, jQuery 2012
- San Diego Community College District, Dreamweaver Intermediate 2012
- Photoshop Training, Element K 2007
- Photoshop World, Las Vegas 2006
- Photoshop CS2 Creativity Tour, Los Angeles 2005

Portfolio at GRAPHIC-IN-SITE.COM and references are available upon request.