

Peter Bates

65 Westbourne Street
Roslindale, MA 02131
(617) 325-7465
pbates@batescommunications.net
www.batescommunications.net

Summary

A writer, photographer, and Web designer/content provider with two decades experience with computer technology, journalism, marketing, graphic design, and photography. Works with the following disciplines: Web design and implementation, desktop publishing, digital and analog photography, and marketing communications. Knows Dynamic HTML (DHTML), Cascading Style Sheets (CSS), and Search Engine Optimization (SEO).

Experience

Bates Communications, Boston, MA

2002-2004

Founded consulting company offering clients "one stop shopping" with Web design and hosting services, technical writing, marketing collateral, photography, and computer consulting. Periodically issues e-mail marketing newsletter.

MIT School of Engineering, 33 Mass. Ave. Cambridge, MA.

2002

Using Dreamweaver, developed content for the School of Engineering manager's orientation Web site.

Fidelity Marketing Communications, 300 Puritan Way, Marlborough, MA.

2001- 2002

Using Dreamweaver and HomeSite, developed Web content for the Plan Sponsor Website, as well as other Microsoft Word based documentation relating to FIRSCo's marketing communications department. Used Visio and screen capture software to develop graphic support for the print documentation.

Wellington Management Company LLP, 200 State St., Boston, MA.

2001

Using Dreamweaver, developed Web content for the IS Managers Handbook, an internal guide to managers working in the Wellington Management Company's Information Services department. The guide detailed corporate policies and procedures. Used Visio to develop graphic support for this online documentation. Also edited HTML code.

Fidelity Capital Group, 100 Summer St., Boston, MA.

2001

Using Microsoft FrontPage, designed and implemented a Web site for Fidelity Capital users to access when configuring and accessing information about remote access. Used Adobe Photoshop and Visio for graphic support. Also edited HTML code.

Fidelity Marketing Information Group, 100 Summer St., Boston, MA.

2000- 2001

Using Microsoft FrontPage, worked on Web design and implementation, as well as MS Access databases, to support Fidelity's internal Marketing Information Group clients. Worked with ASP pages linked to the MS Access databases.

Miscellaneous Assignments

1982--1999

Created presentations, image brochures, newsletters, and technical manuals. Handled freelance photography assignments. Was a freelance medical journalist for three years, writing for *Advances for Medicine, the Boston Globe, Health, Medical World News, Modern Physician, and New Physician.*

The following is a partial listing of corporate clients:

Cisco Systems	Stop & Shop	Lotus Development
Ennovate Networks	Thompson Financial	The Counsell Group
The Arbor Hospital	Melrose-Wakefield Hospital	Lotus Development
Christensen Computer Systems	Museum of Fine Arts	Hewlett-Packard
Codex Corporation	Itek Corporation	Softword
BGS Systems	Neponset Valley Health System	Wang Laboratories
Boston Edison	Polaroid Corporation	BBN Communications
Gould Modicon	Raytheon Data Systems	Dun & Bradstreet Software
Harvard Business School	International Business Center	National Computer Systems
FTP Software	Funk Software	Shiva Corporation

Writing and Design Samples

Writing and Web design samples are available at www.batescommunications.net/writingsamples.htm.

Software Applications (partial list)

Adobe (Acrobat, FrameMaker SGML, Illustrator, InDesign, PageMaker, PhotoShop), CSS, CorelDraw!, DHTML, HTML, Lotus (Domino.doc, Domino Web site builder, Freelance, Notes, WordPro), Macromedia (Dreamweaver, Fireworks, Flash, Freehand), Microsoft (Access, Excel, FrontPage 2000, NT, Office, Outlook, PowerPoint, Publisher, Visio, Windows [95, 98, 2000, XP], UNIX

College Education

Bates College, A.B. in English & Journalism. *Salem State College*, courses in Masters of Secondary School Education. *AWAI* (American Writers and Artists Institute), completed course in direct mail copywriting.

Professional Associations

Society for Technical Communications (STC), *Roslindale Board of Trade*, *Hyde Park Main Streets*, *Hyde Park Board of Trade*.