

Josiahs Scott — Efficiency Consultant

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*Saving businesses for over 15 Years
Ready to bring efficiency innovation to your team*



Work Experience

Work Summary

- 2007-Present – [Software Efficiency Consultant, Trainer](#), & IT Business Owner
- 2003-Present – Computer Professional ([UF](#), [HotelCoupons.com](#), [EfficiencyHelp.com](#), etc.)
- 1999-2003 – Worked for various clients while earning [Graphic Design Degree](#)
- 1996-Present – Studying & fixing computers

Software Efficiency Consultant & Trainer, 2007-Present

Self-employed: [EfficiencyHelp.com](#) & [ThePersonalComputerTutor.com](#)

- **Consultation:** Technology advice & implementation, rescuing businesses out of computer crises, etc.
- **Training:** Countless individuals, employees and groups of all skill levels in computer efficiency, collaboration, keyboard shortcuts, problem solving, specialty software, [Adobe Software](#), (Photoshop, InDesign, etc.). Taught course on how to make a website ([UF Leisure Course](#) Instructor).
- **Support:** Automation/scripting, data generation, collection, and analysis, malware removal, fixing software malfunctions & innumerable computer problems, font management, networking, etc.
- **Graphic Design:** logo design, website design, artistic photo manipulation, artistic product illustration, and other graphic services (See: [Graphic Design Portfolio](#))
- **Clients Include:** [University of Florida](#) (UF), [Weatherford Daily News](#), [Eastern Irrigation Supply](#), etc.

File Management Tech, 2006-2007

Employer: [UF CTT](#) (Center for Transportation Training / UFTI / C², University of Florida, Gainesville, FL)

- **File Management:** worked with instructors and course files, fixed and revised content for every course for entire department, **fixed major file management catastrophe** (established current, correct, and working files, reconfigured entire file structure, removed duplicates, merged archives, re-digitized resources, restored missing files, etc.).
- **Syncing Files:** established proper [desktop backup and update synchronization](#) across numerous laptops for state-wide presentations and workshops.
- **PowerPoint:** Fixed problems so that files would both print and present correctly. Fixed linked “problem videos” to actually play in PPTs (no one else could figure out how to fix this!). Worked with “Master Pages”, styles, creating engaging animations, slide transitions, audio, etc. **Helped develop new courses.**
- **Graphic Design:** managed graphics and tech side of course development. Printed course guides, managed inventory, and some overseeing and delegating work. Used numerous programs incl. PowerPoint, Dreamweaver, InDesign, Photoshop, etc. Created and revised website graphics, company logo, display banners, book covers, custom PPT course files (for printed manuals, presentations, and video demonstrations), some photography, video editing (for online courses), etc.
- **Other Duties:** Tech Support, moderating exams (certified *proctor*), and much more.

Graphic Designer, 2004-2005

Employer: [Travel Media Group](#) ([HotelCoupons.com](#); Formerly: [RoomSaver.com](#) & the [Traveler Discount Guide](#), Gainesville, FL)

- Revised & designed ads for every state in the country for nationally distributed printed coupon travel guide
- Used Quark (page layout), Photoshop, Illustrator, Freehand, and others

Software Specialties

Although I quickly and effectively learn and teach innumerable programs on a regular basis, the following list represents the major programs I tend to use and teach the most.

Software Highlights & Computer Skills

- Cross-platform PC & Mac, Android & iOS, etc.
- Productivity / extreme efficiency solutions
- Digital Workflow Efficiency (Software/Computer Process Improvement & Development)
- **Computer Automation** (putting your PC to work via Coding, Scripting, Macros, GUIs, Scheduling, Configuration, Hotkeys, Hotstrings, etc.)
- AI (esp. decision making)
- Custom Efficiency App Development / Enhancements for Existing Apps
- **File Management** / Digital Work Flow Management
- **Collaboration** Solutions (**Remote Desktop / Screen Sharing**, Real-time Coauthoring, Managing local & remote shared resources (LAN/VPN), Cloud Collaboration, etc.)
- **File Synchronization**, incl. **Cloud**, **LAN Sync**, Data Backup, File Versioning, etc.
- **Microsoft Office** (Word, PowerPoint, Excel, Outlook, etc.)
- **Media Authoring** (incl. Graphic Design / most Adobe programs, Photo, Video, Audio, Logo Design, Illustration, Animation, Web, SEO, Print, Page Layout, etc.)
- **Voice Recognition** / Dictation, TTS (Text-to-Speech), OCR (Optical Character Recognition), etc.
- **Virtual Machines / PC Virtualization**
- Countless **PC optimization** & customization solutions (company-specific & user-specific)
- Software and Hardware Repair
- **Bible software** (Hebrew, Greek, advanced research/study/writing, & much more)

Automation – One of My Favorites

- AutoHotkey (automate virtually everything), Script Writers, GUI Creators, Notepad++
- Keyboard Shortcuts, key sequences, clicking, selecting, change detection
- **Word** Macros (VBA)
- Windows Task Scheduler, Startups
- etc.

File Management

- **Resolving Duplicate Files**: SearchMyFiles, WinMerge, etc.
- **Recover Lost Files**: Recuva, “Previous Versions”: File Recoverer, ShadowExplorer, etc.
- **Finding Large Files**: SpaceSniffer, etc.
- **File Renamers**: Advanced Renamer, Bulk Rename Utility, Wildcard Renamer, FreeCommander, etc.
- **SymLinks**, Hard Links, Junctions, etc.: Link Shell Extension, *mklink* (command prompt & AHK)
- **Permissions Management**: LockHunter, Permissions Time Machine, and a few others (incl. standard Windows settings)
- **System Backup**: Easeus Todo Backup
- **Mounting VHDs, ISOs, etc.**: Windows Computer/Disk Management, Gizmo, and a few others
- **Windows “Start” & Explorer Fixes**: Classic Shell, Ultimate Windows Tweaker, 7+ Taskbar Tweaker

[Note: The skill & discipline of *File Management* (which is a lot more than “software”) is partly discussed in my Work Experience.]

Collaboration & Communication

- **Real-Time Coauthoring:** OneDrive + Word (Alt: Google Drive & Dropbox via CodoxWord)
- **Cloud Storage, Sync, Backup, and More:** [Synology Cloud Station](#) (Private [NAS](#) Cloud), Dropbox, Google Drive / Backup and Sync, OneDrive, etc.
- **File Synchronization and Backup:** FreeFileSync (LAN, FTP, Versioning, DB Rename & Move Detection, RealtimeSync, etc.), Syncthing, Resilio Sync, SyncBack (LAN, FTP, Zip, etc.), etc.
[also see: *Cloud Storage* and *Sync Outlook* (under *Microsoft Office*) below]
- **Network:** [Synology](#), QNAP, and other [NAS](#) hardware and software options, managing user permissions, shared files, folders, printers, and devices; used various router configuration interfaces, LAN, WLAN, WAN/VPN, and Bluetooth tools and programs, etc.
- **Remote Desktop / Screen Sharing:** RemoteUtilities, TeamViewer (LAN, VPN, etc.), Windows Remote Desktop, etc.; working knowledge of LogMeIn & Citrix GoToMyPC
- **VoIP:** Discord, Skype, and a few others

Microsoft Office

- **Primarily:** Word, PowerPoint, Excel, Outlook, etc. (Alt: LibreOffice, Thunderbird, and a few others)
- **Sync Outlook:** Go Contact Sync Mod, Outlook Google Calendar Sync, Microsoft Exchange, etc.

Media Authoring & Graphic Design – Advanced Artistic Software

- **Adobe:** Photoshop, Illustrator, InDesign (& Quark Xpress), Dreamweaver, Premiere, Flash, Acrobat, etc.
- **Audio Editors:** Audacity and a few others (incl. various MIDI software options)
- **Font Management:** NexusFont, AMP Font Viewer, and a few others

Voice Recognition, TSS, & OCR

- Windows **Speech Recognition**, Cortana, Dragon Speech Recognition, Google Assistant (Android), Siri (iOS), etc.
- **TTSReader** (Text-to-Speech Reader)
- **OCR:** Adobe Acrobat, OneNote, Microsoft Office Document Imaging (MODI), etc.

Virtual Machines / PC Virtualization

- VirtualBox (Oracle), Windows Virtual PC, working knowledge of VMware

Bible Software – Hebrew, Greek, & Advanced Research

- **Main Software:** e-Sword (also compare others below)
- Advanced research, study, technical Biblical writing, presentation/teaching/proclamation, & much more
- Hebrew, Aramaic, Greek, Latin, and numerous other ancient language source texts, advanced lexicons, study resources, reference works, graphic modules, Church history, and much more
- **Digital Bible Module Authoring:** e-Sword ToolTip Tool NT, e-Sword Library Manager, and a few others
- **Other Biblical Software:** The Unbound Bible Tools, LaParola, Interlinear Scripture Analyzer, The SWORD Project, theWord, (also CrossWire Bible Society), etc. (This is not to mention many other internet applications and downloads that are also very helpful)

Web / Internet

- **Web Browsers:** Mozilla Firefox, Google Chrome, Microsoft Edge (& Internet Explorer)
- **Antivirus:** AVG, avast, Avira, Windows Defender & Firewall, (Occasionally: Malwarebytes Anti-Malware, SUPERAntiSpyware, MGtools, Combofix, etc.)
- **Download Managers:** Free Download Manager (FDM), HTTrack, DownloadThemAll!, etc.

Optimization

- **Cleaning, Maintenance, & Operational Fixes:** CCleaner, Defraggler, Solutio, System Mechanic Professional (Iolo), etc.

Navigation & Automotive

- **GPS Android/Google:** HERE WeGo, Contacts on map, My Location (GPS to contact), Google Earth, Google Maps, etc.
- **GPS Devices:** Garmin (GPS device), Garmin BaseCamp (advanced GPS route creation PC software), TomTom
- **OBDII Software:** ScanTool.net, OBD2Spy, (used with Bluetooth “OBD Diagnostics Interface” tool)

Financial

- H&R Block, Excel; working knowledge of QuickBooks, etc.

Education – Art & Graphic Design

Classes, Leadership, Awards, & Degree

Artistic Background

- 4 years in *Portfolio Art Honors* classes
- **UF** art show awards include “Best In Show”

College Degree: Graphic Design

A.S. in Graphic Design Technology, Santa Fe College, 1999 - 2003, Gainesville Florida

GPA: 3.8 (incl. *Honors*)

Graphics Classes Included

Photoshop (digital imaging), 2 classes in **Illustrator** (computer illustration), Mac/**Quark** (page layout), Logo Design, 2 classes in Advertising, 2 classes in Web Design, Prepress, 2 classes in Photography, Traditional Illustration Methods, Internship, and Advertising Campaign (comp. *Transcript*)

Leadership in Graphic Design Campaign

- Led design team, presented to large audience, & won Graphic Design Advertising Campaign, then,
- re-presented before prestigious leaders in the *League for Innovation*

Further Reading

Quick Links to Transcript, Awards, Testimonials, Website, & More

- www.EfficiencyHelp.com/trans – College **Transcript**, 1999-2003
- www.EfficiencyHelp.com/school – Various **Awards** Received Throughout Schooling Career
- www.EfficiencyHelp.com/deg – SFC Graphic Design **Degree**, 2003 (**JPEG** image)
- www.EfficiencyHelp.com/gd – Graphic Design **Portfolio** (Currently Requires Flash)
- www.EfficiencyHelp.com – Main **Business Website** (Consultation, Training, Support)
- www.EfficiencyHelp.com/test – Josiahs Professional Services **Testimonials** Page
- www.EfficiencyHelp.com/respdf – Printer-friendly **PDF** version of this résumé
- www.EfficiencyHelp.com/res – Get back to the most up-to-date, **online** version of this **résumé**