

Frank Richard DiLeonardo

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An individual with many years experience in the world of business as well as graphic design. I have a wide range of experience that make me highly adaptable to most situations and environments. I am creative, organized, and continually learn new technologies, and systems.

Computer Experience

Operating Systems

Macintosh • Windows

Office Related Software

Microsoft Excel • Microsoft Word • Microsoft Powerpoint • Open Office • Adobe Reader

Graphics Packages

Adobe Photoshop • Adobe InDesign • Adobe Illustrator • GIMP,

Web site, Social Networking and Internet Related

HTML • Twitter • Facebook • Google+ • WordPress • eBay • Familiar with PHP, CSS, Joomla
• Various third party auction management services

Miscellaneous

Experience with various file transfer methods and protocols in dealing with several different businesses, printers, contractors and individuals

Work Experience

AstorLive (2009-Present)

- Originally hired for the marketing department, developing projects pertaining to web site management, Twitter updates, email campaigns, printed collateral, and annual watch catalogues. Duties soon evolved to include general office management, IT and overseeing an inventory of luxury watches worth several millions of dollars.
- Instrumental in the preparation of watches to be sold on eBay, including managing repairs, taking appropriate images of the watches, posting auctions to eBay, monitoring the auctions, and maintaining relationships with eBay, PayPal, and clients that purchase from AstorLive.
- Web Site management and liason to third party companies that we work with for our online presence including regular site updates and the use of twitter to communicate with the client base.
- Development and management of new AstorLive Subsidiaries
 1. USA Gold and Silver Buyers
 2. Global Property Trust).

Midsouth Magazine (2006-2009)

- Scouted homes for regular features
- Maintained the event calendar on a monthly bases
- Product photography and photo editing
- Page layout
- Liason and proofing with print facility
- Advertisement creation and communication with the advertising clientele
- Story generation
- Web site maintenance and close work with the web design company.

Tanner Enterprises (1996-2006)

- Graphics and billboard work
- Inventory auditing and maintenance for up to nine automotive dealers located in 5 states including southern Florida
- Database Management
- Provided IT and software support for several of the companies under the Tanner Enterprises parent company

Atlanta Committee for the Olympic Game (1992-1996)

High volume of graphic design on very tight deadlines for four years leading up to the launch of the 1996 Olympic games in Atlanta Georgia. Designing everything from lapel pins to party invitation to the forms the athletes filled out. After the launch of the games I stayed on as a volunteer to work on the Olympic village daily news paper.

Miscellaneous

As personal projects I maintain blogs on several topics including fitness/nutrition and personal development. I am currently researching and writing books for e-publication on several topics and have written fiction novels as well. I have also written comic books for publication and competed in triathlons