



ALTER B. RAUBVOGEL

2428 Vera Avenue • Cincinnati, OH 45237-4308 • 513 531-8793 • alter@raubvogel.us

Experience

- Graphic design, writing, copy editing, proofreading, and production of publicity and fundraising materials—printed, online, e-mail, and multimedia
- Design and maintenance of web sites

Also:

- Maintenance of computers and peripherals, network, and Lucent/Avaya telephone system
- Design and maintenance of databases for donor records
- Bookkeeping and bill payment, including payroll taxes
- Insurance plan administration
- Office and stock room management

I enjoy...

- Presenting information and explaining things
- Learning—Torah, especially, but anything, really
- Family time—reading to the children and going camping
- Designing and making useful objects
- Gardening
- Photography
- Singing harmony

Education

- 1991–1998
Yeshivat Mikdash Melech Rabbinical College (Brooklyn)
- 1988–1991
St. Louis Rabbinical College (St. Louis)

References

Available on request.

Portfolio

- Please visit raubvogel.us
- Samples also available by mail, e-mail, CD-ROM.

Skills

Capabilities:

- page layout, graphic design and typography
- copyediting/proofreading—spelling, grammar, clarity of expression
- visual identity systems
- sound and video editing
- basic HTML, including PayPal integration

Also:

- Maintenance, repair of computers (running Mac OS 10.3 Panther–10.11 El Capitan and Windows 95–10) and peripherals
- Ethernet, wi-fi, and telephony—including infrastructure
- relational database theory and design
- bookkeeping and accounting
- general secretarial/clerical functions

Proficient in:

- Adobe InDesign, Photoshop, and Illustrator (CS, CS4)
- Apple iMovie and iDVD
- WordPress (and Weaver Pro)
- Microsoft Office (Word, Excel, PowerPoint)
- Audacity (sound editor)

Also:

- FileMaker Pro (7, 10, 14)
- QuickBooks (2006–2015)
- Microsoft Access (97–2000)
- HanDBase
- Vertical Response

Employment History

Administrator—Cincinnati Community Kollel (*nonprofit*) **1998–present**

Many hats worn—see Experience, above

Graphic design, part-time/freelance **1991–present**

Including long-term projects for synagogue and local nonprofits

Art and Specialty Counselor (summer camps) **1988–2017**

Responsible for crafts (woodworking, screenprinting, scenery, and outdoor signage); computer/game rooms; reveille; branding, publicity, and application forms.