

ANDREW NORCROSS

1051 16TH AVENUE NORTH
ST. PETERSBURG, FL 33704
ANDREW.NORCROSS@GMAIL.COM
(727) 458-0269

EXPERIENCE

Web Designer / Developer (Freelance)

September 2005 – Current

<http://andrewnorcross.com>

Developed standard websites and Wordpress-based CMS sites, including:

- development and design
- HTML / CSS / PHP coding and enhancements
- customized social media integration
- plug-in management
- database optimization

Technology Consultant (Freelance)

Reboot Computer Services

May 2003 – Current

<http://www.ineedareboot.com>

Worked with individuals and small business clients in all areas of technology needs, including:

- computer repair
- software configuration
- home networking
- network security

Trained individual users on best practices for web browsing, virus prevention, and parental control features

Associate Vice President – Investment Officer

Raymond James Trust, NA, St. Petersburg, FL

May 2006 – December 2009

Worked with Chief Investment Officer to handle daily account trading, maintain investment records for audit purposes, coordinate financial reporting structures for financial advisors and board committee members. Extensive use of internal and 3rd party computer applications, and worked directly with financial advisors to implement prudent investment objectives. Developed and implemented Investment Policy Statements for fiduciary accounts for both internal monitoring and OCC compliance.

Senior Portfolio Account Administrator

Raymond James & Associates, St. Petersburg, FL

June 1999 – March 2002, August 2005 – May 2006

Worked directly with management on special projects. Created and maintained the fiscal year budget, including quarterly budget reviews for senior management. Utilized Raymond James software to

maintain and reconcile account information. Reviewed existing procedures & proposed changes to raise service levels and decrease costs. Worked both internally and with IT to automate manual entry processes. Communicated with home office and branch personnel to resolve issues. Received the Customer Operations Superior Performance Award in December 2001.

EDUCATION

Information Systems Management, Bachelor of Arts

University of South Florida

December 2011 (expected)

Studies focused on application development, IT project management, multimedia design, technical planning, and business case analyses. Created working prototypes for numerous web site projects and desktop applications.

Business Administration, Associate of Arts

St. Petersburg College

May 2007

Core classes included accounting, finance, and economics. Studies focused on business and technology management.

EXAMPLE PORTFOLIO

Wordpress – based sites	Standard HTML / CSS sites
www.viralogy.com/themes	www.inedareboot.com
www.regulartech.com	www.symmetramarketing.com
www.ravisharnell.com	www.harborislehoa.com
www.emmanuelpalmharbor.org	www.uneedtint.com
www.andrewnorcross.com (Personal site)	www.soberlivingbythegulf.com
www.restlesslikeme.com (Personal blog)	