James D. Gafford

42 Los Ranchitos Road, No. 25, San Rafael, California 94903-3876
Cell: (415) 328-5644 • Home: (415) 472-1776 • James@jamesgafford.com

Technology Guru and Instructor

Summary of Qualifications

- Over 12 years teaching computer software and technology classes.

- Engaging instructional style. Able to communicate technical information to students at all levels, from non-technical to technically advanced, while maintaining a relaxed atmosphere. Able to tailor curricula details in the moment to meet diverse audience needs.

- Enthusiasm and energy stem from self-confidence and depth-of-knowledge of the subjects being taught.

- 18-plus years creating high-quality deliverable electronic documents—drawings, reports, memoranda, specifications, images— all with fine attention to detail, consistency, and usability. Excellent verbal and written communication skills.

- Over two decades providing Windows-based technical support, consulting, and problem solving.

Professional Experience

Software Training	Teach classes in Microsoft Office (Word, Excel, PowerPoint, and Access) at beginning and intermediate levels. Receive consistent excellent ratings from students (over 900 since 2001). Recently incorporated material to help users ease their transition from Office 2003 to 2010, a major shift in Microsoft's user interface design.
	Prepared curricula and course descriptions.
	Trained draftsmen in practical and effective use of AutoCAD.
	Taught clients to use adaptive computer technology, that is, hardware and software to accommodate disabilities like blindness (screen-reader programs) and repetitive stress injuries (speech recognition software).
Software Development, Test, and QA	Developed and still maintain and use custom AutoCAD (VBA) automation tools to support office drafting standards. Hours spent on the original development have long since paid themselves back in time saved on drafting projects.
	Wrote portions of a large Macintosh-based database application incorporating a Sybase SQL back-end. Also wrote an application to upgrade existing customers' databases to revised structure (version upgrade tool).
	Created tools to automate initialization of flight simulation System used to verify Space Shuttle avionics software. Saved the contractor (Rockwell) from potential severe cost and schedule overruns.

Programming Languages	• Visual Basic • C# (.NET)	• VB.NET • Java

CAD Management and Drafting	Wide-ranging experience with AutoCAD and Revit, preparing 2 and 3 dimensional models & drawings: • Preliminary Design, Massing Studies, Site Analysis, As-Built Documentation • Design visualizations, mapping 3-D renderings into existing site photos with Photoshop • Site Plans, Architectural and Structural drawings, Landscaping Plans, Utility Plans, Details • Coordinated construction document sets and notes for Architectural, Structural, and Landscape projects
Project Management	Wrote requirements and procurement specifications for a large-scale real-time simulation system to support assembly and integration testing of major Space Station hardware and software components.
	Provided Microsoft Windows-based hardware & software consulting (Windows XP through Windows 7) to a wide variety of business and individual clients. All consulting work has been by referral from satisfied clients.
Avionics System Engineering & Test	Acted as Lead Engineer for a team of engineers and technicians conducting QA-controlled verification of Space Shuttle on-orbit, entry, descent, and landing avionics system software.

Employment History

Donald L. Blayney & Associates	San Rafael, Calif.	CAD & IT Manager (contractor)	2002, Jan. – Present
Systems & Software Consulting	San Francisco Bay Area	Independent Consultant (self-employed)	2002, Jan. – Present
Synapse Adaptive	San Rafael, Calif.	Instructor, Office Manager	2001, Feb. – 2001, Dec.
Tamalpais USD Adult Education	Mill Valley, Calif.	Instructor	2001, Jan. – Present
D. H. G. Coleman Architect & Assoc.	San Rafael, Calif.	CAD & IT Manager (contractor)	2000, Aug. – 2001, Feb.
ATS Computer Training	Hesperia, Calif.	Instructor (contractor)	1999, Feb. – 2000, Aug.

Education

B.S. Aerospace Engineering (dual major in Control Systems Engineering), United States Naval Academy, Annapolis, Maryland

Professional Objective

To continue and enhance a well-established, diversified career by pursuing interesting and challenging high-technology work.

Strengths and Skills

• Able to work effectively in a coördinated environment
• Excellent verbal and written communication skills
• Insatiably curious about everything

• Self-starter, able to see the "big picture" when solving problems
• Perversely knowledgeable about a wide range of software apps
• An in-demand West Coast Swing dancer

References

• Available upon request.