

GERARD BUITRAGO

3314 Turtle Lake Club Drive, Marietta GA 30067

<http://gerard.buitrago.us>

Cell: 678-464-4025

abuitrago@comcast.net

Computer Skills

Trial Director 5 Certified Trainer, Adobe Photoshop Certified Expert, Adobe PageMaker, Adobe Acrobat, Adobe Illustrator, Adobe Image Ready, Adobe Premiere, Concordance, IPRO, CaseMap, Time Coder Pro, TimeLine Xpress, Macromedia Flash, Macromedia Director, QuickTime and QuickTime Virtual Reality, Microsoft Publisher, 3D Studio Max, AutoCAD, Ms Excel, Outlook, Ms PowerPoint, Word, Story Boarding.

Other Media Skills

HTML, DHTML, CSS, JavaScript, ASP, JSP, CGI, Adobe GoLive (Certified Expert), Macromedia Dreamweaver, Microsoft: FrontPage, Visual Interdev, Visio, FTP, Windows 2000, NT, XP, Unix.

Personal Skills

Fast paced, well organized, capable of handling multiple projects, bilingual (English and Spanish)

Employment

Greenberg Traurig LLP, Atlanta, GA

07/2006 to Present

Litigation Support Trial Consultant

- National litigation support “go-to” person for Trial Director
- Expert knowledge in courtroom hardware technology
 - Purchase and setup of audio visual equipment for any size/type courtroom
 - Able to troubleshoot and repair items in court on-the-fly
- Ability to create graphics and demonstratives on-site
- Excellent understanding of case management software and the integration and migration from case management applications to trial presentation software
- Ability to process evidence on-site
 - Compress video – analog and digital
 - Digitize and synchronize video depositions
 - Video and Audio edits
- Experienced in Trial advocacy and “Courtroom rules”
- Excellent addition to any trial team

Alston & Bird LLP, Atlanta, GA

03/2004 to 07/2006

Trial Presentation Analyst [*“Hot Seat” position.*]

- Hands-on experience in several Federal and State Courtrooms throughout the country supporting most of the best trial attorneys at Alston and Bird.
- Assisted attorneys with any presentation needs in court including but not limited to:
 - Scanning, coding, and managing of exhibit databases of more than 10K exhibits using Trial Director
 - Creation of effective openings and closing presentations combining audio/visual tools like Ms. PowerPoint.
 - Synchronizing of video depositions with transcript with the purpose of creating video clips and for court room playing using Trial Director
 - Creation of demonstrative animations using of Macromedia Flash and 3D Studio Max to present in court
 - Video and audio editing to for trials using Adobe Premiere and some other tools
 - Purchasing, setup, and support of firm’s audio/visual equipment in courtrooms for our use supporting trial attorneys
 - Printing/redacting of exhibits at trial
 - Designed and built publicly acclaimed website for a Bill created by one of our attorneys (<http://www.OpenSpaceAmerica.com>) using Adobe Photoshop and Macromedia Dreamweaver

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- Creation of internal marketing presentations in PowerPoint
- Coding/Searching of extensive exhibit databases using Concordance and IPRO
- Creation of DVDs and CDs for self-running presentations

TEK Systems, Atlanta, GA

10/2002 to 01/2004

Web Developer (Contractor)

- Designed custom graphics and web pages using Adobe Photoshop, Flash, HTML, DHTML, JSP and Javascript, for ALLTEL's core sites. (www.alltel.com , www.BoomerangWireless.com , www.SimpleFreedom.net)
- Used Adobe Acrobat to design interactive forms for several projects.
- In charge of heading the graphical interface transition from dynamic shopping cart to static HTML pages for Alltel.com
- Contract extended to work on several projects.
- Involved in all projects throughout their complete life cycle (design, unit, integration, and system testing, product staging and production)

RDA Corporation, Atlanta, GA

05/2002 to 10/2002

Design Consultant (Contractor)

- Design Ernst and Young web user interface and Usability using Adobe Photoshop.

Design Consultant (Full Time Employee)

05/2000 to 04/2002

- Head of the design department. Make crucial design decisions on all applications.
- Companies included Ernst & Young, Atlanta Gas Light, JPMorgan, NASD, among others.
- Created most of the Graphical User Interfaces using Adobe Photoshop, GoLive, HTML, DHTML, CSS, ASP, and JavaScript.
- Improved the company's way to get business by adding graphics and prototypes to proposals.
- Hire to cope with the addition of Design Consulting to the company's core services.
- Responsible for development and maintenance of company intranet using Adobe GoLive, HTML, DHTML, CSS, ASP, and JavaScript
- Develop CD-Rom presentation for the Sales department using Macromedia Director and Flash.
- Design input and other forms for NASD using Adobe PageMaker and Acrobat Writer
- Create interactive movie for the company "History" video
- Conduct FrontPage, HTML, and GUI Design training for company employees
- Re-design company Newsletter using Adobe PageMaker and Photoshop
- Created several graphical presentations and using PowerPoint, Illustrator, and Photoshop
- Identify, communicate and follow web development performance objectives
- Experienced with Object Oriented Process for IT projects
- Write Graphic Design documentation for all projects

The Hammer Corporation, Atlanta, GA

01/2000 to 05/2000

Webmaster / Multimedia Designer

- Solely responsible for creation and maintenance of company Internet and sites primarily using HTML, DHTML, CSS, ASP, CGI, and JavaScript using MAC platform
- Developed several graphical presentations using PowerPoint, Illustrator, and Photoshop
- Enhancement and development of the company's interactive CD-Rom presentation and Catalog using the latest version of Macromedia Director and Macromedia Flash.

Prismawebs, Inc, Miami, FL

01/1999 to 12/1999

Chief Designer and Project Manager

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- Implementation of e-commerce and shopping cart additions to websites designed by the company using CGI and PERL
- Design different websites and animations using Macromedia Flash
- Constructed various web forms and interactive tools using Adobe GoLive, and Microsoft FrontPage
- Managed design and needs analysis of company Internet site
- Creation and maintenance of different databases using Microsoft Access.
- Implemented company Internet site promotion using meta tag information and search engine submittals
- Created final site layout and design using HTML, CSS, ASP, Flash, and JavaScript
- Design of panoramic Virtual Tours using QuickTime VR
- Design of many brochures, flyers, and magazine ads for several companies using Adobe Photoshop, Adobe Illustrator, and Macromedia Freehand.

Multimedia Interactive Technologies, Inc. Miami, FL

01/1998 to 12/1998

Multimedia Designer

- Creation of several websites for different companies using Microsoft FrontPage
- 3D animations for architectural firms using AutoCAD, 3dStudio Max, and Adobe Premiere
- Animations for different sites using Macromedia Flash

Education

- M. Arch: Computing in Design, Dec 1999 (Working on thesis to complete)
University of Miami, Coral Gables, Florida
- B.A. Architecture, Sept 1996
Universidad Piloto de Colombia, Santafe de Bogota DC, Colombia
- In Data Trial Director 5 Certified Trainer
- Adobe Photoshop Certified Expert
- Adobe GoLive Certified Expert
- Microsoft Certified Professional (Visual Interdev)

References

When Requested.

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References

“Gerard is one of the most pleasant, cooperative and competent support persons I have worked with here, ever. He is very hard working, creative, on the scene whenever needed, and really knows his stuff. He cares very much about his part of a case going smoothly and well, and he takes pride in his work. ...I would take him on a new case again in a heartbeat and think he does a terrific job.

... thanks for your help on Friday. I was thrilled at how smoothly we pulled it off and really appreciated you being there. It is reassuring when I’m under the guy like that to have such competent and reliable people as you on the team. Thanks Jud”

Jud Graves and Anna Sumner among the top defense winners by the National Law Journal who represented the defense in Thebaud v. Mt. Vernon OB-GYN Associates, a medical malpractice case.

“He is the best, amazing, incredible, A+++++++ at all times; he is not only excellent in his work but goes above and beyond in terms of responsiveness and staying the course; ... he is truly wonderful and I wish I could work with him every day instead of just sporadically.....”

Lori G. Cohen, named by The National Law Journal as one of its most promising attorneys under the age of 40- the only Georgia lawyer to receive the honor.

“Gerard is terrific - fun to work with, creative, calm, efficient. All around A+”

Liz Price. President of the Atlanta Bar Association. Partner at A+B

“Gerard has done a wonderful job for me and our client Carl Knobloch in setting up a web site that is terrific. Having it created, managed, and serviced internally has also been enormously helpful and economically efficient to our client. He is also attractive, responsive, communicates well, and meets deadlines. I am pleased to be working with him. Many thanks, Chris”

Chris Sawyer. Partner at A+B

“Gerard was a great help during our recent trial. He made himself available to us at all hours and was indispensable to our courtroom presentation. Please give him our thanks for a job very well done.”

Chris Marquardt. Partner at A+B

“I thought Gerard did a fantastic job helping us prepare for and try our case in the Per-Se v. Anodyne matter. He was extremely responsive to our needs, always patient, and very knowledgeable and experienced with his multimedia equipment. I would absolutely recommend that other attorneys in the firm work with him in preparing to try large cases.”

Bret Coburn. Associate at A+B

“I truly cannot say enough wonderful things about Gerard. His work ethic and work product are of the highest quality, and through his strengths he is able to make those around him produce equally high-quality work for our clients.

...Not only was Gerard able to work from my outline, which would have been confusing to many, but he sat and stayed with me for six hours (until 9:30 or later) on

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Friday night to make sure that every clip, every shot, was perfectly timed. I came to him with ideas on paper, and he was able to transform them (often on the fly) into a coherent, cohesive, and very persuasive presentation.

At the mediation, the client and the mediator could not stop talking about the strength of the presentation. In fact, the client indicated that he thought the presentation was the only reason we were able to settle the case within his very strict limits. I got the compliments, but they all belong to Gerard. ...I am a BIG fan!"

Anna Sumner, Associate at A+B

"Gerard exceed expectations in his contribution to a motion for summary judgment hearing that we had to prepare for earlier this year. He is committed and does excellent work. I look forward to working with him again on future projects.

Christina"

Christina Wang, Associate at A+B

"Gerard was a fantastic help in arranging certain logistics and equipment set-up for the arbitration in the matter of Harley v. Per-Se Technologies, Inc., et al. He was always very responsive and always flexible and willing to do whatever he could to get the job done. My experience working with him was completely positive and I wouldn't hesitate to call on him again."

Alicia Starkman, Associate at A+B