

Jane Doe

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OBJECTIVE

Seeking a web development internship that will utilize my educational background, excellent computer skills, and problem solving abilities.

EDUCATION

Jefferson Community and Technical College

Associate of Applied Science in Computer and Information Technologies

Louisville, KY

5/2017

SUMMARY OF SKILLS

- Proficient verbal and written communication skills with the ability to communicate technical language in a way that is understood by all audiences.
- Able to evaluate code to ensure that it is valid, is properly structured, meets industry standards, and is compatible with browsers, devices, or operating systems.
- A creative problem solver who is able to effectively troubleshoot and actively seeks feedback to ensure outcomes meet customer needs.
- Demonstrated ability to collaborate with all levels of the organization to prioritize needs, resolve conflicts, develop content criteria, evaluate products through user testing and implement web-based solutions.
- Displays a strong attention-to-detail and can work under pressure.
- Able to effectively collaborate with others and develop rapport.
- Self-directed learner who quickly learns and adapts new programs and technologies and actively seeks professional development opportunities to remain current in the field.

COMPUTER PROFICIENCIES

- Languages: Visual Basic, Java, PHP, and SQL.
- Web Development: HTML, CSS, and JavaScript.
- Software: Microsoft Office and Adobe Creative Suite, including Photoshop, InDesign, and Illustrator.
- Hardware: PC and laptop assembly and repair.

EXPERIENCE

Anytime Sports Complex

Web Assistant

Louisville, KY

8/2016-Present

- Develop and maintain the front end functionality of the company website.
- Responsible for creating new logos, banners, and buttons for the website.
- Create an online payment and registration form for customers, respond to user email inquiries, and set up automated systems to ensure immediate customer feedback.

UPS

Package Handler

Louisville, KY

1/2015-5/2016

- Demonstrate ability to work in a high pressure environment when loading packages onto planes.
- Exhibit excellent communication and interpersonal skills when working in a team to achieve production goals.
- Display strong organizational and time management skills through working third shift while taking classes as a Metropolitan College participant.

COMMUNITY ENGAGEMENT

KY Humane Society

Web Development Volunteer

Louisville, KY

1/2015-5/2016

- Co-developed the new organizational website, which includes an online form for volunteer registration and making donations, pictures of available animals, and a calendar of events. The site also included an embedded WordPress blog.
- Assisted in designing logos for various fundraising events.