DIANA ZAWISLAK

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https://github.com/DianaZawislak

EDUCATION

New Jersey Institute of Technology (NJIT), Newark, NJ
Master Certificate of Computer Science — 2021-2022

Walsh College School of Accountancy and Finance, Troy, MI
Bachelor of Business Administration in Finance (BBA) — 2008-2010

Oakland Community College, Royal Oak, MI
Associate Degree (ABA) of Business Administration — 2006-2008

CERTIFICATIONS

Google - Google UX Design Professional Certificate — 2022-present

IBM - Coursera - IBM Full Stack Software Developer — 2022-2022

The Linux Foundation
Open-Source Software Development, Linux and Git — 2021-2022

SKILLS

- Cloud Computing (IBM, AWS)
- Git, GitHub, Bash
- Docker, Dockerhub, Kubernetes
- Python (Libraries, Unit testing, logging)
- Flask
- JavaScript, NodeJs, SMORES
- HTML, CSS
- Bootstrap 5, REACT
- API
- Linux, Windows, iOS
- CI/CD tools understanding
- NodeJs -Basic understanding
- PyCharm
- UX Design, Figma
- Foreign Language – Polish
- Works well in deadline-oriented and fast paced environments
- A self-starter, quick learner, and problem solver

WORK EXPERIENCE

Tutor

New Jersey Institute of Technology (NJIT), Newark, NJ — Jan-May 2022

RESPONSIBILITIES
- Organized online communication with a group of students in order to teach and help with Python, HTML, CSS Classwork
- Tailored Tutoring Session based on student needs
- Utilized supplemental resources to aid in their teaching and learning

Operations Internship

Cambridge Consulting Group, Troy, MI — 2007-Summer

RESPONSIBILITIES
- Worked successfully in conjunction with financial advisors and supervisors
- Organized and created documents using Microsoft Office and mail merge features
- Utilized the CRM programming system and the organization's preferred database software for insurance applications

Residence Manager/Family Assistant

The Dalven-Swidler Family, New York, NY — 2016-present
The Kuntz Family, New York, NY — 2012-2016
The Papa Family, Birmingham, MI — 2002-2010
The Hartmann Family, Birmingham, MI — 2001-2010

RESPONSIBILITIES
- Managing seamless executive residence's day-to-day operations
- Setting up and maintaining audio, video, and network equipment
- Budgeting and executing residence's expenses
- Scheduling and supervising maintenance work
- Managing multiple vendors
- Coordinated and planned various events
- Trained and supervised other residence staff
- Maintained family members' calendars

References Furnished Upon Request