**JON SHOENIG**

**Washington, DC area**

**Junior Front-End Web Developer with Section 508 accessibility background**

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**Telephone: 301-257-2617**

**Email:** [**Jonsho25@gmail.com**](mailto:Jonsho25@gmail.com)

**PROFESSIONAL PROFILE**

A Junior Front-End Web Developer who recently completed a web development boot camp program while employed as a Section 508 Subject Matter Expert contractor with the Department of Homeland Security’s Office of Accessibility Systems and Technology, over 3 years experience testing and fixing Microsoft Office and PDF documents for Section 508 accessibility, serves as contractor Team Lead on Document Accessibility team, self-taught video and audio editor having completed video projects used for Department of Homeland Security trainings

**TECHNICAL SKILLS**

HTML5 JQuery Section 508 accessibility Git

CSS Bootstrap AJAX Github

Javascript Ruby on Rails Angular-JS Heroku

**CORE COMPETENCIES**

Excellent Client Management skills Exceptional Interpersonal Skills

Consistently Meets or Exceeds Expectations Highly Organized and Detail Oriented

Outstanding Written and Communication Skills Goal and Deadline Driven

Works Collaboratively or Independently Problem Solver/Solutions Focused

**EDUCATION**

**CareerFoundry.com- Berlin, Germany**

**Degree:** Certificate in Web Development- November 2015- May 2016

**City University of New York – John Jay College, New York, New York**

**Degree:** Master of Arts – Psychology

**Boston University, Boston, Massachusetts**

**Degree:** Bachelor of Arts – Psychology and Sociology

**PROFESSIONAL EXPERIENCE**

**New Editions Consulting, Falls Church, Virginia**

**(Contractor at Department of Homeland Security Office of Accessible Systems & Technology: DHS OAST)**

**Accessibility Technician:** February 2015 – Present

**Jr. Accessibility Technician:** July 2012 – January 2015

* Review and fix Microsoft Office and Adobe PDF documents for Section 508 accessibility
* Create Section 508 accessible fillable forms in PDF
* Provide technical guidance in layman terms about how to fix documents for Section 508 accessibility
* Serve as lead contractor on Documents team; manage a queue of requests, delegate assignments, and provide guidance to team members

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* Perform various administrative functions as needed, often on short notice, per client demand
* Collect, organize, and interpret data from the DHS component agencies into high-level reports for DHS senior management including the Chief Information Officer
* Manage the DHS Accessibility Helpdesk; respond to all emails within 2 hours of receipt including answering technical questions about Section 508 accessibility standards
* Train and develop Junior Accessibility Technician team members on job duties, Section 508 document accessibility technical expertise, and client expectations
* Provide video and audio editing services to customer projects as needed

**Significant Accomplishments Include:**

1. **Fixing over 1000 PDF and Microsoft documents for Section 508 accessibility including time sensitive, high priority documents requested by the Office of the Secretary of the Department of Homeland Security, members of Congress, and the White House**
2. **Creating and editing two videos currently used in monthly Department of Homeland Security employee training sessions**
3. **Managing the DHS Blue Campaign documents project from start to finish by communicating regularly with the customer, delegating documents to team members as well as assigning some to myself, following up on their progress, and providing the customer with a final deliverable prior to the deadline**
4. **Creating an intake form for customers requesting Section 508 accessibility services for electronic documents**
5. **Improving customer service at customer site by managing Helpdesk operations – responded to over 500 service requests a week within 2 hours of receipt**

**Independence Now, Inc., Silver Spring, Maryland**

**Community Work Incentive Coordinator:** December 2011 – July 2012

* Quantitatively analyzed the effects of employment on clients’ Social Security Disability, Medicaid, Food Stamps and other public benefits
* Explained technical information regarding Social Security and Code of Maryland regulations to clients in layman terms
* Conducted outreach presentations promoting the company’s benefits counseling services
* Conducted intake interviews both in-person and on the telephone

**Significant Accomplishments Include:**

1. **Leading 10 presentations to non-profit organizations promoting the company’s services**
2. **Composing over 50 detailed and individualized written analyses explaining the effects of employment on clients’ public benefits**
3. **Reducing demand for taxpayer funded Social Security entitlement by successfully encouraging 10 recipients of Social Security Disability to return to work**

**Compass, Inc., Silver Spring, Maryland**

**Individual Benefits Coordinator:** January 2010 – December 2011

* Obtained and maintained Social Security, Medicaid and other federal and state entitlements for over 100 clients with developmental disabilities

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* Evaluated and analyzed over 100 monthly financial reports for fraud and accountability of federal funds
* Monitored all account activity for over 100 individual client accounts and investigated irregular transactions
* Interpreted and applied Social Security laws and relevant Code of Maryland regulations to ensure the organization’s compliance with federal funds

**Significant Achievements Include:**

1. **Training over 40 co-workers on Finance Department policies and procedures for completing monthly financial reports and enforcing compliance**
2. **Increasing company operating revenues by $50,000 dollars annually by obtaining and maintaining Food Stamp benefits for over 100 clients**
3. **Evaluated and analyzed over 100 monthly financial reports for fraud and accountability of federal funds which saved the company $2,000 a month**
4. **Created a new documentation system for telephone conversations which increased transparency in a Finance Department under heavy scrutiny from federal and state auditors**
5. **Upon my hiring, the company was in receivership with the State of Maryland. Through proper reporting and documentation of federal and state funds, my efforts successfully moved the company out of receivership**
6. **Completed over 250 federal and state of Maryland tax returns on behalf of developmentally disabled clients**

**ADDITIONAL SIGNIFICANT WORK EXPERIENCE**

**Family Services Inc., (formerly Guide Program), Lanham, Maryland**

**Psychiatric Rehabilitation Specialist:** April 2008 – December 2009

**Fairfax County Government – Community Services Board (Crisis Care Program), Annandale, Virginia**

**Mental Health Therapist:** September 2005 – January 2008

**OTHER COMPUTER SKILLS**

Microsoft Word, Excel, Access, Outlook, PowerPoint

Mac OS

QuickBooks Online

Adobe Acrobat

**EXCELLENT PROFESSIONAL REFERENCES AVAILABLE UPON REQUEST**