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| k  b | | Karlene Donna-Marie Brown | | | | |
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|  |  | | |  | objective | |
|  | 914-300-4640 | | |  |
|  | Everloyal96@gmail.com | | |  | To launch a career as a Junior CSS/HTML Developer. |  |
|  | New Windsor, NY | | |  |
|  | | | |  |  |  |
| SkillsHighly proficient in HTML, CSS & Git.Working knowledge of JavaScript.Extensive experience working with Windows and Chrome OS.Exceptional communication, interpersonal, problem-solving and project-management skills.Very proactive and willing to learn.EducationCertificate/Front-End Web DevelopmentAlbany Can CodeGreenbush, NY2/2022 – 5/2022M.A./Secondary Science EducationTeachers College Columbia UniversityNew York, NY1/2000 – 5/2002B.A./Political ScienceAmherst CollegeAmherst, MA *9/1990 – 5/1994* | | |  | ExperienceReceptionistJackson Hewitt, Newburgh, NY • 1/2018 – 3/2020  * Consistently delivered high level of customer satisfaction via multi-line phone system. * Leveraged public liaison expertise to deliver poised interactions with clients and management while managing workflow and prioritizing conflicting objectives.  Attendance TeacherNYC Department of Education, Brooklyn, NY • 10/ 2005 – 9/2017  * Provided outreach and counseling, and a comprehensive array of services to support truants and students living in temporary housing to increase school engagement. * Conducted daily home visits and parent conferences to reduce absenteeism.  Application Support LiaisonNew York City Department of Education, Flushing, NY • 12/2004 – 9/2005  * Provided help desk support to end-users of NYCDOE proprietary software. * Entered detailed description of issues in trouble-ticket system and followed up   to ensure 100% problem resolution. Escalated cases when necessary. Dean of StudentsCopiague Middle School, Copiague, NY • 9/2003 – 12/2004  * Developed and implemented highly effective strategies that modified student behavior and reduced discipline infractions in order to create a safe learning environment. * Analyzed and disaggregated data to inform discipline policy.  Science TeacherWoodlands High School, Hartsdale, NY • 2/2001 – 12/ 2002  * Demonstrated mastery of pedagogical practices that led to high student achievement. * Served as a facilitator for student and school community concerns and issues.  Science TeacherSpringfield Gardens High School, Jamaica, NY • 9/1997 – 1/2001  * Developed and presented student-centered instruction in earth science and biology. * Supervised after-school program for academic enrichment and advancement. | | |