

MANUEL PIERRE

973-380-3432
pierrem1.mp@gmail.com

EDUCATION

Seton Hall Preparatory School

West Orange, NJ

College of the Holy Cross
Bachelor of Arts Degree in History May 2005

Worcester, MA

Rutgers University

Newark, NJ

Alliance Theological Seminary
Masters in Divinity Sept. 2015

Manhattan, NY

Rutgers Coding Bootcamp June 2020
Full-Stack Web Development

WORK EXPERIENCE

Rutgers University
Training Specialist
May 2005-present

Newark, NJ

- Worked with multiple groups outside the Ethics Office to ensure curriculum content and methods meet legal, regulatory and corporate objectives.
- Worked on the development, implementation of web-based and other media training programs for all employees designed to promote knowledge of the code of conduct policies, legal and regulatory requirements.
- Ensure a uniform level of ethics and compliance training among operating units.
- Coordinate both internal and external resources required by the department.

PROFESSIONAL QUALIFICATIONS

- Bachelor's Degree in History.
- Two years relevant experience in an administrative function, good communication skills, and computer literacy.
- Creative, driven and community-oriented. Exercising good judgment; organized, able to work independently and balance multiple priorities.
- Computer Literacy: Highly proficient in HTML5, CSS3, JavaScript, Java, jQuery, Node.js, Responsive Design, Heroku, Git, User Authentication, React.js, MySQL, and MongoDB. Banner, MS Word, EPIC, Excel, and PowerPoint, Data Entry, Word Processing, Spreadsheets, Databases.
- Substantial experience in the review, analysis, and or administrative practice in a complex government agency.