Mark Rodriguez

Full Stack Web Developer | Production Manager

Growth oriented Full Stack Web Developer with 4 years of extensive expertise in both front-end and back-end technologies, including JavaScript, HTML, CSS, MongoDB, MySQL, Express and React. Adept at maintaining and designing websites using WordPress. Demonstrates a strong ability to innovate and lead projects, ensuring efficient solutions and forward-thinking strategies for technical challenges.

✉ markrodriguez003@gmail.com   📞 (786) 234 - 8254   📍 Miami, Florida

WORK EXPERIENCE

HOMER BONNER JACOBS ORTIZ P.A.

Production Manager   2011 – Present

- Performed design, coding, and maintenance for the firm website using WordPress CMS.
- Assisted in the creation of marketing materials such as brochures, and business cards.
- Admin of IT ticketing support. Assisted with remote and onsite technical issues, both mechanical and software, with copiers, A/V, telecommunications, and computers.
- Edited photos and videos for exhibits and presentations.
- Performed distribution, data entry, digestion and ingestion of multiple file productions using cloud and e-discovery software such as Sharefile, Netdocuments, CSDisco and Relativity.
- Handled creation of large document productions for depositions, meditations, court cases and arbitrations. This includes paper copies, scanning documents, assembly of exhibits, comb binding, assisting with A/V, shipping, and transportation.
- Performed document production tasks such as redacting confidential information, bookmarking, bate labeling, form / template creation, file conversion, OCR encoding and page enhancement on multiple file types.

DADE MEDICAL COLLEGE

Student Services Representative   2011

- Responsible for creation of banners, workshop brochures, event flyers and other marketing materials.
- Assisted in supporting our students by providing information on important campus events ranging from graduation events to informative workshops.
- Responded and assisted with student inquiries and maintained informative relationships with the student body and staff by adapting to feedback.
- Organized, compiled information, and reported on results monthly.
- Handled data entry and record keeping using the academic database program - CampusVue.
- Communicated with our clients, by email, phone, remote and face-to-face meetings.
- Responsible for the organization and tracking of student program surveys, student graduation clearance forms, student internship forms, medical board examination applications and other various forms.
- Organized and maintained display boards on a weekly basis.

━━ EDUCATION

Miami Dade Community College

Associate of Arts   2008-

- *Currently attending (6 credits)*

UM Division of Continuing & International Education

Full Stack Web Developer Certificate   2020

Miami Coral Park Senior High   2006

━━ SKILLS

HTML	MySQL
●●●●●	○●●●●
CSS	Express
●●●●●	○●●●●
JavaScript	WordPress
●●●●●	○○●●●
React	NPM
○●●●●	○●●●●
MongoDB	Visual Code
○●●●●	○●●●●

━━ LINKS

GitHub: https://github.com/Markrodriguez003

Web Developer Portfolio: https://webdev-portfolio-gcl2.onrender.com/