

Mridula Ramakrishnan

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Personal Statement

A results-oriented IT professional with experience in web design, software development and management. Strengths include excellent technical skills, exceed department goals, and develop procedures to minimize cost. Successful in training small and large groups, managing projects, and motivating teams. Works well under pressure both independently and as part of a team in a goal/results driven companies.

Key Skills

- **Languages:** ASP.NET, C#, VB, HTML 5, CSS, JavaScript, jQuery
- Ability to establish priorities, meet deadlines, and concentrate on detailed information in a fast-paced and demanding work environment.
- Ability to complete multiple, diverse tasks of differing priorities.
- Strong attention to detail and process oriented, self-starting, hands-on professional that can work with minimal supervision.
- Proficient in Microsoft Office including Excel, Outlook, PowerPoint and Word.

Employment History

Cluny School, India

IT Instructor/Coordinator

May 2018 – March 2020

- Provides overall support to the entire IT department.
- Responsible for maintaining vendor relationships and managing software/hardware maintenance contracts
- Created training materials, handouts and tools for students to increase the training effectiveness.
- Collect and submit data for the weekly executive updates and monthly IT board reports
- Scheduled daily meetings with guidance counselors, and worked with students and parents

Education

Centennial College Progress Campus – Diploma / Software Engineering Technology – Current
Anna university, Bachelor's Degree Information Technology 2016