OLIVIA KALINOWSKI

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Professional Summary

Web Developer with a Bachelor's Degree in Journalism/ Media Studies from Rutgers University and work experience in customer service. Skills in HTML, CSS, and JavaScript with a passion for problem solving. Motivated learner, excited to dive into challenging tasks. Strengths include excellent multitasker to meet deadlines, working in a team, and creating projects from start to finish.

Skills

- HTML, CSS, JavaScript
- Microsoft Word, PowerPoint, Excel
- Adobe Photoshop CS5

Experience

Benefits Specialist   *March 2019- June 2019*
Conduent —Secaucus, NJ
- Handle clients' Health & Welfare Benefits during Annual Enrollment period
- Understand Health & Welfare to educate clients about their available benefits

Sr. Customer Service Representative   *Apr 2018—March 2019*
Advance Local Customer Care — Secaucus, NJ
- Resolve customer's escalated service complaints
- Review files, records, and other documents to obtain information to respond to requests.
- Compare data with source documents, and re-enter data in verification format to detect errors
- Calculate the weekly budget used for each publication from weekly invoices

English Teacher   *Oct 2016—Jun 2017*
SOCRATES School of Foreign Languages — Warsaw, Poland
- Taught 1st through 4th grades
- Planned daily lessons and activities to actively engage the students
- Adapted teaching methods and instructional materials to meet students' varying needs and interests.

Photography Intern   *Jan 2016—May 2016*
Hearst Magazines Studio D — New York City, New York
- Assisted the photographers with lighting/ grip equipment set up and break down on editorial and advertorial shoots
- Assisted all incoming visitors (magazine editors, models, photographers' assistants, etc.) with whatever they needed
- Answered the phones, kept thorough details by logging in/out products for each photo shoot
- Kept the studio organized by resetting each studio set with the proper equipment and tools

Education

Certificate from *Rutgers Coding Bootcamp Web Development Program*   *September 2019*
Bachelor of Arts from *Rutgers University — New Brunswick, NJ*   *May 2016*
      Bachelor's Degree in English and Journalism/Media Studies