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**

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| * 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