PRINCE PRAJAPATI

WEBSITE OPERATIONS ANALYST

Kitchener, ON | Princepn290@gmail.com | Portfolio

SUMMARY

Motivated Website Operations Analyst with experience in managing daily website operations, performing content updates, and supporting cross-functional teams. Skilled in CMS management (WordPress, Shopify), HTML/CSS, and basic troubleshooting to ensure websites run smoothly and securely. Proven ability to monitor site performance, manage user access, perform backups, and maintain SSL/DNS configurations. Adept at collaborating with IT and marketing teams to improve functionality, enhance user experience, and support business objectives. Passionate about website security, uptime, and delivering seamless solutions.

TECHNICAL SKILLS

Content Management Systems
User Access & Permissions
Management

SSL Certificate Management
Website Backups & Recovery
DNS Configuration

Website Performance
Optimization
Ticketing Systems
Documentation & Reporting

PROFESSIONAL EXPERIENCE

Website Operations Analyst, Anonymous Education   Jan 2023 - Present
- Monitored and maintained website uptime, performance, and security, ensuring optimal user experience.
- Performed regular site backups and recovery testing to safeguard business data.
- Collaborated with IT and marketing teams to ensure SEO best practices were implemented across web pages.

Web Systems Assistant, GAO TEK, Toronto, ON   May 2022 - Jan 2023
- Supported front-end updates using HTML, CSS, and basic JavaScript to improve layout and functionality.
- Provided technical support to internal teams and end-users for website-related issues.
- Participated in cross-browsing, device testingtechnical expertise, contributing to a 15% reduction in system failures.

EDUCATION

Computer Programming   Sept 2021 - April 2023
Conestoga College
- Gained hands-on experience managing websites through academic projects, including updating content in CMS platforms (WordPress/Shopify), applying basic HTML/CSS, and ensuring responsive design across devices.
- Learned website administration best practices in coursework and labs, including performing backups, monitoring site performance, managing user access, and applying SEO techniques to improve visibility.

ADDITIONAL INFORMATION

- **Languages:** English, Hindi, Gujarati.
- **Certifications:** Cyber Security Foundation Certi., Computer Network Professional.
- **Projects:** Project Management (2022), Restaurant Management (2023), QA Testing (2023)