Richard Kazanowski

CONTACT

(732) 713-2651 (Cell) 📞

rjkaz@comcast.net ✉

219 East Lane, Clark N.J. 07066 📍

https://github.com/RJKAZ

https://www.linkedin.com/in/richard-kazanowski-a422a3193

PROFILE

Web developer with an eye for good design, capable of taking a project from inception to rollout. Constantly staying up to date on new technologies and trends in Interaction and media.

EDUCATION

Rutgers Coding Bootcamp
Rutgers - Somerset N.J.
2019 - 2020

Bachelor of Communications
Kean University - Union N.J.
2002 - 2006

KEY Technical Skills

HTML
CSS
JavaScript
jQuery
Node.js
Express
React
MySQL
Sequelize
MongoDB
Mongoose
Handlebars
JSON
AJAX
Photoshop
Clip Studio Paint

PROFESSIONAL

Personal Assistant
All Towne Reality / Clark, NJ / 2014 - Present

- Real Estate Photography, Digital Retouching, Room Measurements, and uploading of content to the MLS website.
- Designed layouts for Sales Booklets
- Set up Neighborhood Sales Signage and oversaw local advertising.
- Organized and managed yearly mass mailer
- Fielded Phone Calls and E-mail inquiries from prospective buyers and sellers.
- Aided with Open Houses
- Assisted with Technical Problems

Assistant Front Office Manager
Holiday Inn / Clark, NJ / 2000 - 2014

- Superb Customer Service Skills
- Oversaw and Maximized Room revenue
- Resolved and Managed Conflicts
- Trained New Employees
- Purchased and Maintained Office Supplies
- Managed Sundry/Gift Shop
- Weekend Manager on Duty
- Greeted and engaged Guests when they entered the property
- Installed Hardware and maintained software updates.