

MOBILE

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EMAIL

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ADDRESS

504 Greene Street
Irwin, PA 15642-3808

IT MANAGER & WEBMASTER

Partners in Medical Education
August 2011 - Present
Irwin, PA

CREATIVE TECHNOLOGY CONSULTANT

MyHealthVoice.com
June 2014 - Present
Pittsburgh, PA

WEB & GRAPHIC DESIGNER

PsychAcademy.net
June 2013 - February 2014
Los Gatos, CA

EDUCATION

BACHELORS OF SCIENCE

MANAGEMENT & INFORMATION SYSTEMS
University of Pittsburgh - Greensburg
August 2010 - December 2015

Major GPA: 3.79 | Overall GPA: 3.12
Dean's List: 7 Semesters

SOFTWARE

LANGUAGES

HTML5 • CSS3 • JavaScript • PHP
XML • jQuery • SQL • C • Java

OPERATING SYSTEMS

OS X • Windows 7, 8, 10 • Linux

WEB APPLICATIONS

WordPress • Drupal • WebEx • AWS
Joomla • MailChimp • GitHub

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ALEXANDER S. MIELNICKI

Highly motivated information-technology professional offering a unique blend of creative and technical ability with exceptional written and verbal communication skills and the ability to work well in high-pressure situations. Enthusiastic, adaptable and innovative employee in search of an amazing place to work.



This is a short summary outlining some of the awesome qualities I can bring to your company. Please visit LinkedIn for more information, including my volunteer projects and additional experience, at <http://linkedin.com/in/amielnicki>

EXPERIENCE

- Manage network equipment including router, switches, NAS, security appliances
- Implement new technology with existing office systems
- Design, code, deploy, and maintain corporate website network using WordPress
- Integrate and update ecommerce platform with educational webinars
- Attend and develop marketing materials for annual trade show participation
- Train employees and create technical documentation on new technology
- Increase IT department productivity immeasurably while decreasing expenditures
- Provide excellent and timely customer service to clients and customers

- Assist in development of branding and marketing goals
- Create all graphics and print materials using Illustrator & Photoshop
- Design, structure and publish social networking website using WordPress
- Propose website copy and web policy creation
- Consult on direction of business technology uses and benefits
- Provide photography services and photo editing using Photoshop

- Coded website with WordPress, integrating plugins for added functionality
- Customized ecommerce platform to company's needs
- Consulted to produce website reflective of company mission and vision
- Provided customer service while completing changes or revisions
- Excelled in written and verbal communication over long-distance

SKILLS

NETWORKING

Active Directory • TCP/IP • FTP • SSH • Telnet • SMB • AFP • RDC • WebDAV • Routers
NAS Management • Switches • Hubs • LAN • Wireless • VPN • Windows Server
Network Administration • Network Security Devices • Network Architecture
File Sharing • VoIP • PBX Management • SNMP • Firewall • IIS • Security

INFORMATION TECHNOLOGY

Workstation Management • Software Deployment • Hardware Management
Help Desk • Disaster Recovery • Backups • Asset Management
User Management • Group Policy • UPS • iOS Administration • Google Apps

WEB DEVELOPMENT & CREATIVE

Sitemapping • Wireframing • Information System Design • UI Design
WordPress Theme Development • Photoshop • Illustrator

FURTHER USEFUL SKILLS

Training • Technical Writing • Manual Development • Project Management
Usability Testing • Email Marketing • Webinar Planning • Customer Service
Service Contract Negotiation • Contract Management • Avid Learner
Problem Solver • Critical Thinker • Team Player