

# Rachel Ciarlante

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[github.com/RachCiar](https://github.com/RachCiar) ♦ [codepen.io/artosCiarlante/](https://codepen.io/artosCiarlante/)  
[linkedin.com/in/rachelciarlante/](https://linkedin.com/in/rachelciarlante/) ♦ [RachelCiarlante.com](https://RachelCiarlante.com)

## **Professional Summary**

Recent Web Development graduate with over 20 years of experience in Business Administration. Qualified professional. Works well in teams and independently. Takes a pro-active approach to tasks. Very organized and detail oriented. A fast learner who loves challenges.

## **Education**

### **Sullivan University**

Associate of Science in Dynamic Web Development  
Certificate in Drafting  
Diploma for Office Specialist

**Louisville, KY**  
Expected June 2019  
March 2012  
March 1988

## **Skills & Abilities**

- |                      |                          |                                   |
|----------------------|--------------------------|-----------------------------------|
| • HTML/CSS3          | • Netbeans               | • Microsoft Office Suite          |
| • CSS Grid           | • Adobe Dream Weaver     | • Database Management & Reporting |
| • Bootstrap          | • Adobe Photoshop cc     | • Logic and Algorithm             |
| • JavaScript         | • Adobe After Effects cc | • UX/UI                           |
| • PHP                | • Adobe XD cc            | • Office Management               |
| • MySQL              | • Adobe Animate cc       | • Customer Focused                |
| • WordPress          | • Java                   |                                   |
| • Visual Studio Code | • SharePoint Services    |                                   |

## **Experience**

New Beginnings foundation

Louisville, KY

### **Internship**

**3/2019 – Present**

- Redesigned the NewBeginnings.foundation website using WordPress, Adobe XD, Photoshop, HTML, CSS, JavaScript
- Tested NBFS website for UX/UI design for launch.
- Improved WordPress skills by learning how to build a theme from scratch using Gulp, Node.js, and SASS.

Insight Communications

Louisville, KY

### **Executive Assistant for VP of Billing, Information Services, and Engineering**

**12/2006 – 05/2009**

- Trained and provided Help Desk support for SharePoint Services 3.0.
- Created and designed SharePoint web sites.
- Provided administrative support to IT Department, other VPs, and managers as needed.
- Sorted, organized, and documented legal documents in SP for Senior VP.
- Researched, prepared reports, and assisted in projects for IT Department.
- Handled front-office and Back-office duties
- Trusted with personal and confidential information.

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## Experience (cont.)

Jamestown of St. Matthews

Louisville, KY

### **Billing Manager**

**11/2005 – 12/2006**

- Responsible for developing and implementing invoicing procedures for Gas usage of 650 units in two apartment complexes.
- Assisted Managers of both complexes with special projects.
- Compiled weekly and monthly reports.
- Designed Daily Expense Control Ledger on Excel, which was adopted by the other apartment complexes that the company owned.

The Ice Cream Factory and Restaurant

Louisville, KY

### **Co-Owner**

**10/2001 – 05/2006**

- Assisted with billing, daily sales, forecasting and marketing.
- Supervised and provided general office and budget support, including accounts payable.
- Designed promotional materials