

FRONT-END DEVELOPER**SUMMARY OF QUALIFICATIONS**

- Strategic and tenacious Front-End-Developer with programming knowledge
- Bachelor's degree in Engineering
- +15 years' experience in administrative sector
- Strong interpersonal and organization skills
- Good multi-tasker, problem solver; great at managing time
- Punctual, flexible, adaptable, able to take risks, passionate about projects
- Able to work under pressure in a fast-paced environment, manages stress well
- Detail-focused and able to meet goals
- Strong leadership skills, able to create new ideas and make good decisions
- Works well on a team, communicating with colleagues and other people

ADVANCED COMPUTER SKILLS

- | | | |
|----------------------------|----------------------------|--------------------------------|
| • HTML | • React | • Deadline Management |
| • CSS / FlexBox / CSS Grid | • Node.js | • Strong Analytical Skills |
| • Bootstrap / Tailwind CSS | • Git & GitHub | • Preparation of Presentations |
| • SASS / SCSS / LESS | • Figma / Adobe Suit | • Decision Making |
| • Methodology BEM | • Responsive web design | • High-Powered Business Acumen |
| • Gulp / Parcel / Webpack | • Mobile-First | • Teamwork & Collaboration |
| • JavaScript | • Critical Thinking Skills | |
| • GSAP / AJAX / jQuery | • Technical Data Analysis | |

SKILL GROUPS**Front-End Developer**

- Develop and implement procedures for ongoing Web site revision
- Monitor and maintain Web site functionality
- Participate in Website architecture and design in collaboration with designers or clients
- Resolve problems for best practices and services for client satisfaction

Management/Leadership

- Manage a business
- Supervise staff
- Coordinate the complex logistics of start-up of departments, including staffing and training and continuous improvements
- Consult with, and assess the needs of clients to propose the best strategy
- Guide individuals to identify and achieve personal objectives for team development
- Design, implement, and train based on company guidelines and policies
- Analyze program design to anticipate and minimize problem areas
- Highly effective in analyzing workflow and performance improvement to maximize the effectiveness of teams

Administrative

- Prepare correspondence, reports, statements, forms, presentations, applications and other documents
- Process incoming and outgoing mail, manually or electronically
- Photocopy and collate documents for distribution, mailing and filing
- Send and receive messages and documents using fax machine or electronic mail
- Maintain inventory of office supplies, order supplies as required and arrange for servicing of office equipment
- Assist in preparing meeting agendas, attend meetings, and record minutes
- Assist with administrative procedures such as budget submissions, contracts administration and work schedules
- Sort, process and verify receipts, expenditures, forms and other documents
- Organize the flow of work for other office support workers

EDUCATION

Bachelor

Master of Computer Applications (MCA), Computer Engineering

1984 – 1991

Oles Honchar Dnipropetrovsk National University – Ukraine

PROFESSIONAL EXPERIENCE

Front End Developer

2015 – 2023

Freelancer

Managing Director

2013 – 2015

INTER TT Consultancy

Kuala-Lumpur, Malaysia