

# Pallavi Pallavi

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## Skills

- HTML, CSS, JavaScript
- Adobe Photoshop, Illustrator, Figma
- Web design principles: Responsive design, Accessibility (AODA, WCAG)
- Image editing: Reformatting, Resizing, Retouching
- Collaboration tools: Jira, GitHub, Confluence
- CMS platforms: Content management

## Experience

### **Investment Planning Counsel, Mississauga, ON - Marketing Associate (August 2022 - March 2024)**

- Built and/or maintained over 100 new client advisor websites using CSS, HTML, and Javascript and using existing CMS templates
- Developed and implemented processes for iterative website testing and validation to ensure functionality, AODA, and WCAG compliance before release, including optimization of website imagery.
- Collaborated with UI/UX designers to translate Figma designs into web pages, ensuring seamless user experiences and visually appealing designs.
- Managed website hosting and maintenance tasks, including DNS management and SSL certificate installation.
- Utilized Adobe Photoshop for image editing tasks, including reformatting, resizing, and retouching to enhance website imagery.
- Provided client support and interaction through Jira ticketing system, addressing website user experience issues and content management requests.

### **Conestoga College, Waterloo, ON - Project Assistant (September 2021 - April 2022)**

- Led ticket management and resolution with specialists and management
- Assisted team members with project reports and presentations
- Led coordination efforts for the project with the Project Manager
- Performed administrative tasks like documentation, meeting scheduling

### **Cognizant Technology Solutions, Hyderabad, India - Senior Process Executive (November 2017 - July 2020)**

- Analyzed, evaluated, and tested new or modified systems to verify data according to business requirements while confirming quality standards.
- Conducted quality assurance reviews on process deliverables and existing features for completeness and correctness.
- Handled project development and ensured business needs were met at all stages and adapted to new requirements as they evolved

## Education

- **PG Certificate In Software Quality Assurance and Test Engineering, April 2022**  
Conestoga College Institute of Technology And Advanced Learning - Waterloo, ON
- **PG Certificate In Computer Applications Development, April 2021**  
Conestoga College Institute of Technology And Advanced Learning - Waterloo, ON
- **Bachelors In Electronics & Communications Engineering, May 2017**  
Indraprastha University, Panipat, India