

Skills

- HTML, CSS, JavaScript
- WordPress customization
- Adobe Photoshop, Illustrator, Figma
- Collaboration tools: Jira, GitHub, Confluence
- Agile methodologies
- UX/UI design principles

Experience

Investment Planning Counsel, Mississauga, ON – Marketing Associate (August 2022 – March 2024)

- Developed and maintained client advisor websites using CSS, HTML, and JavaScript, ensuring functionality and compliance with accessibility standards.
- Collaborated with UI/UX designers to translate Figma designs into visually appealing and user-friendly web pages.
- Developed and implemented processes for iterative website testing and validation to ensure functionality, AODA, and WCAG compliance before release, including optimization of website imagery.
- Implemented iterative website testing processes to optimize performance and user experience before release.
- Managed website hosting and maintenance tasks, including DNS management and SSL certificate installation.
- Provided client support and interaction through the JIRA ticketing system, addressing user experience issues and content management requests.

Conestoga College, Waterloo, ON – Project Assistant (September 2021 – April 2022)

- Led ticket management and resolution, ensuring effective communication and collaboration among team members.
- Assisted in project reporting and presentations, contributing to project success through effective documentation and coordination efforts.
- Supported administrative tasks such as documentation and meeting scheduling to facilitate project progress.

Cognizant Technology Solutions, Hyderabad, India – Senior Process Executive (November 2017 – July 2020)

- Analyzed, evaluated, and tested systems to verify data integrity and quality standards, ensuring compliance with business requirements.
- Conducted quality assurance reviews on process deliverables to maintain high standards of completeness and correctness.
- Adapted to evolving business needs and project requirements, ensuring successful project development and delivery.

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