

SUMMARY

Detail-oriented developer with a strong commitment to producing high-quality web content and project deliverables. Proficient in using the Juniper Website platform for content transfer and formatting, with a proven ability to collaborate effectively with internal teams and communicate progress transparently. Demonstrates excellent time management skills, ensuring projects are delivered on schedule and within budget. A proactive team player with a positive attitude, I thrive in dynamic environments and continuously seek opportunities for process improvement.

EXPERIENCE

- Developed and formatted website content using the Juniper Website platform, ensuring accuracy and adherence to quality standards.
- Collaborated with cross-functional teams to communicate project progress, addressing discrepancies or challenges proactively and proposing effective solutions.
- Managed ad-hoc tasks and content-related requests, including task assignment and budget quoting, contributing to smooth operational workflows.
- Supported the onboarding process for new clients, enhancing their initial experience with our services.
- Contributed innovative ideas to streamline internal processes, leading to improved efficiency and client satisfaction.
- Maintained a strong focus on delivering projects within agreed timelines and quality metrics while upholding high standards of accuracy.

SKILLS

- Strong attention to detail and commitment to quality
- Excellent time management and organizational skills
- Proficient in Microsoft Word and Excel
- Basic understanding of cross-browser content display
- Strong written and verbal communication skills
- Proactive team-oriented mindset
- Ability to work under pressure and manage multiple tasks
- Positive and approachable communication style
- Accountability in task ownership
- Collaborative team player