
Web and Tech Specialist

*Website Development, Design and Management / Web Programming / User Training & Support
Content Management Systems (CMS) Administration / Troubleshooting & Issue Resolution*

Highlights of Skills & Qualifications

- Technically-sophisticated **Website Administrator** with over 5 years of progressive experience and success in website development, software implementation, training and technical support
- Honours Bachelor of Science Degree complemented by ongoing professional development: Digital Marketing Management Certificate (UofT); Advanced Web Art and Design; CSS and JavaScript Framework (OCAD); Commercial Web Application Development (George Brown College) and; Web Applications Development Programming (Centennial College)
- Skilled in using programming languages and CMS systems to create, edit, quality check and maintain websites and databases
- Superior time management, organizational, and analytical skills with proven project management skills; able to navigate and quickly master new web development and management programs, software and tools

Technology Stack

Web Development:	HTML5, CSS3, jQuery, JavaScript, Bootstrap
Content Management Systems:	WordPress, Magento, dotCMS, Joomla, BigCommerce
Document Management / PM:	Xerox DocuShare, Asana, MS Project
Junior Programming:	C#, ASP.NET, Python, Velocity (VTL)
Database Management:	SQL, Oracle, MS Access, MS Visio, MS Excel
Digital Media:	Adobe Photoshop, MailChimp, MS PowerPoint, SMART Technologies
Data Mining:	BaseX, XPath, XQuery, Regex
Workspaces:	Github, Cloud9, Heroku, Data Scientist Workbench

Professional Experience

Coding Instructor

2018

Hatch Canada, Toronto, ON

- Facilitated programming lessons of applications, games, and exercises
- Achieved consistent student development by increasing their knowledge base and transition to progress to subsequent levels of the proprietary Hatch coding program
- Utilized programming expertise to facilitate advanced students with programming lessons and projects

Software

P5.js, Processing, JavaScript

Web Developer

2017

Canadian Memorial Chiropractic College, Toronto, ON

(contract)

- Strategized to develop company website from concept to 100% completion and launch
- Generated, edited and updated content, styling, pages and templates for the website, modifying to suit needs
- Programmed VTL, HTML, CSS, Bootstrap, JS files and widgets to deploy accurate and functioning content (interactive media) and web pages; troubleshoot technical issues

Software

dotCMS Enterprise Cloud on AWS | HTML | CSS | Bootstrap | VTL – velocity templating language |
JavaScript | Cyberduck FTP | dotCMS Widgets

Continued...

Software Implementation Systems Administrator

Canadian Memorial Chiropractic College, Toronto, ON

2016 – 2017

(contract)

- Spearheaded end-to-end software implementation of DMS across 14 separate departments
- Lead user training to support system utilization and administered technical support; trained and onboarded 100% of Library staff to the DMS, achieving timeline target
- Initiated technical support for company-wide assistance with DMS software set-up, program use and compliance; generated and implemented education and training modules of DMS for all staff
- Compiled, managed and deployed updates and functions of the front (user) and back (client) end of the DMS

Software

Xerox DocuShare Document Management System

Web and Digital Specialist

Waterfront Regeneration Trust, Toronto, ON

2015 – 2016

(contract)

- Created and programmed 2 websites and 100% of digital newsletters; quality checked integrity ensuring accuracy, performance, and accessibility
- Maintained and optimized website; Rendered ongoing web support, updating site, and troubleshooting
- Developed and expanded digital mapping and tourism web content

Software

Website / Content Management: Joomla | Weebly | HTML | CSS | JavaScript

Digital Marketing: Constant Contact | Google Analytics | Google AdWords | Hootesuite

Project Management / Database: Google Docs | Google Sheets | MS Excel

Design / Presentation: Google Maps | PowerPoint | Pixlr | Canva | Adobe Acrobat & Photoshop

Online Digital Administrator

Hipstreet, Markham, ON

2015

- Administered website, consistently authoring and publishing fresh content, updating links and social media
- Maximized website performance using metrics to quality check, gather insights and implement best practices.
- Produced and distributed email campaigns, including design, content, graphics, building lists and split tests
- Successfully onboarded large brand name e-commerce clients and product skews to website ensuring accurate and timely data

Software

Website / Content Management: WordPress Blog | BigCommerce | Magento | HTML | CSS

Digital Marketing: MailChimp | Sprout Social | Buffer | Feedly | Rafflecopter | Bitly

Project Management / Database: Asana PM | Google Docs - Sheets | MS Excel | MS Outlook

Design / Presentation: Adobe Photoshop | Adobe Illustrator | MS Powerpoint | SlideShare

Education & Professional Development

Honours Bachelor of Science, University of Toronto

Technical Certifications

Digital Marketing Management Certificate, University of Toronto

Project Management Certificate, University of Toronto

Professional Development

Commercial Web Application Development, George Brown College

Web Applications Development Programming, Centennial College

Advanced Web Art and Design; CSS and JavaScript Framework, Ontario College of Art and Design

Intro to JavaScript, BrainStation

Webmaster Program, The YMC