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## Web and Tech Specialist

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

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### Highlights of Skills & Qualifications

- Technically-sophisticated **Website Administrator** with over 5 years of progressive experience and success from project coordination to 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

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### Technology Stack

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

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### 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**

2016 – 2017

Canadian Memorial Chiropractic College, Toronto, ON

(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, 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**

2015 – 2016

Waterfront Regeneration Trust, Toronto, ON

(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

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

### **Online Digital Administrator**

2015

Hipstreet, Markham, ON

- 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 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

*Additional experience as Project Coordinator for Summerhill Group and Workshop Coordinator for Scientists in School.*

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## **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