

# Tova Moskowitz

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## Objective

I am a bright and self-motivated individual looking to begin a career in front-end development. With my innate love of puzzles and figuring out how things work, I have taken the initiative to learn HTML/CSS - see [www.goodrebecca.com](http://www.goodrebecca.com) and [www.goodrebecca.com/interesting-facts/](http://www.goodrebecca.com/interesting-facts/) for recent samples of my work. I have also benefited from the mentoring of Devorah Moskowitz, Lead Front-End Developer at FXCM. I am seeking a job environment where I can broaden my knowledge of this constantly-evolving and important industry.

## Software & Skills

### Software

Sublime Text, Dreamweaver, WinSCP, MS Word, MS Excel, MS Publisher, Outlook, MS PowerPoint

### Skills

HTML, CSS, FTP, multi-tasking, detail oriented, focused, quick learner, internet savvy, excellent writing skills

## Work experience

### Freelance Crafts Business, GoodRebecca Knits 2009 - present

Designed, executed, and delivered handmade knit and crocheted items for retail customers

### Administrative Assistant, B&H Photo and Video 2007 - 2008

Provided extensive support for the corporate legal team

- **Acted as the face of the department:**  
Liaised between the legal team and all other company employees; scheduled meetings between legal counsel and inter-departmental personnel
- **Maintained a database of workflow in and out:**  
Kept track of documents and work coming in for review, as well as assigning team members and deadlines for project completion
- **Kept records of company insurance policies:**  
Handled internal workers' comp cases, saw to it that all insurance policies were up-to-date
- **Worked extensively with computer software:**  
Frequent use of MS Word, Outlook and Excel, and other in-company software to create invoices for services rendered
- **Handled general office duties:**  
Mail mergers, copying, filing and compiling a database of confidential documents, faxing and heavy phones

### Administrative Assistant, Orthodox Union 2005 – 2007

Provided support for three department heads in a non-profit community services setting

- **Coordinated meetings between department heads and community leaders:**  
Managed attendance lists, sent out email reminders, scheduled meeting times, arranged for food and other supplies, oversaw setup
- **Solely responsible for weekly newsletter:**  
Liaised with authors and editor, formatted content, oversaw timely distribution, and ensured payment for correspondents
- **Trained newly hired department staff:**  
Oriented new employees to office procedures and trained them in the use of necessary software

## Education

### Queens College 2001- 2004

Completed three years coursework.

University Course Highlights:

Psychology: Introductory, Advanced Experimental, Child, Adult, Aging, Abnormal Psychology

Statistics, Modern Logic, Physics, Astronomy, Music, History, Literature, English Language