

## Education

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|---|------|
| St. Mary's College – B.A. in Business Management  | 2003 |
| Berkeley Community College - A.A. in Liberal Arts | 1999 |

## Information Technology Experience

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| Front End Developer | 2015 – 2017 |
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|----------------|-----------------------|---|------------|---|
| <b>Skills:</b> | WordPress Development | ● | Git        | ● |
|                | HTML                  | ● | jQuery     | ● |
|                | CSS (Sass, Bootstrap) | ● | JavaScript | ● |
|                | PHP                   | ● | AJAX       | ● |

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| BKJ Productions, LLC., Front End Developer | 2017 |
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- Front End Developer: WordPress, HTML, CSS, PHP, JavaScript, Google Adwords, Facebook Ads Management.

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| E-Learning Department, Lesley University, Graduate Student Assistant | 2016 |
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- Increased efficiency and performance within by developing Administrative Support solutions, Excel Spreadsheet Reports, and Learning Management System Software edits.

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| U.S. Coast Guard, First District, Boston, MA | 2012 – 2015 |
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- Received Coast Guard Achievement Award while serving as Security Officer and developing IT security policies.
- Served as Information Systems Security Assistant administering a classified and unclassified computer network.
- Supervised three Technicians evaluating their performance and conducting semi-annual performance reports.
- Served as Budget Officer and managed 200K budget responsible for acquisition of office supplies and electronics parts.

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| U.S. Coast Guard, C4IT Department, Boston, MA | 2011 - 2012 |
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- Received Coast Guard Achievement Award while serving as IT Operations Manager for Base Boston C4IT Department managing over 20 IT technicians at six different sub-units throughout entire New England region.
- Served as a Technical Trainer conducting classes on how to use a new IT trouble ticket system in the U.S. Coast Guard.

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| U.S. Coast Guard, C4IT Department, Miami, FL | 2008 - 2011 |
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- Received Coast Guard Achievement Award while serving as IT Project Manager for large-scale telecommunications installations throughout southeast region of United States.

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| U.S. Coast Guard, C4IT Department, Alameda, CA | 1994 - 2008 |
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- Received Coast Guard Letter of Commendation while serving as lead Developer for the U.S. Coast Guard in Alameda, CA developing .ASP applications automating administrative functions such as tracking vacation time, purchase reports and generating random, unique purchase request numbers while utilizing HTML, CSS, JavaScript, jQuery, VBScript, and SQL.
- MS Windows Systems Administration Technician in western region of United States.

## Selected Professional Development

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| Chief Warrant Officer Academy, U.S. Coast Guard - Leadership Training, Officer Academy              | 2009 |
| Windows Systems Administration Training - Windows Systems Administration Training, U.S. Coast Guard | 2005 |
| PMP - Project Management Training – PMP Course  | 2005 |