

Education

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

Information Technology Experience

Front End Developer	2015 – 2017
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Skills:	WordPress Development	●	Git	●
	HTML	●	jQuery	●
	CSS (Sass, Bootstrap)	●	JavaScript	●
	PHP	●	AJAX	●

- Freelance Front End Developer and SEO Specialist: website optimization, email marketing, Pay Per Click advertising.

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

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 computer network 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.

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.

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.

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, SQL, and Access Database skills.
- MS Windows Systems Administration Technician in western region of United States.

Selected Professional Development

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