

Interim Testing Coordinator Interim Testing Coordinator Sauk Rapids, MN Work Experience Interim Testing Coordinator St. Cloud State University - Saint Cloud, MN January 2019 to Present Manage office operations, conduct proctored exams, coordinate with other departments for events, utilize test scoring software and hardware, customer service--frequent communication with students, parents, staff and faculty. Customer Solutions Specialist Capital One December 2016 to November 2018 Answer incoming calls and market banking products to new/existing customers; troubleshoot issues as needed. Web Developer Gaslight Creative May 2015 to June 2016 Build websites with various coding languages. Assist clients with website and server maintenance. Administrative Float ATS, Inc January 2015 to May 2015 Scanning, indexing and quality checking of time sensitive, confidential documents; assist reception duties. Web Production Coordinator Leedstone February 2013 to December 2014 Develop and maintain e-commerce operations for marketing department. Web Developer Leighton Interactive December 2011 to November 2012 Use interface development for new/existing client websites. Hand-code with various languages and CMS. Product Segment Specialist II Avnet, Inc April 2006 to March 2008 Research potential clients for fraudulent activity. Troubleshoot invoicing for Accounts Payable/Receivable. Collaborate with key teams to develop and implement plans/tools to troubleshoot product information within various databases (Oracle and MS Access). Education Computer Programming St. Cloud Technical & Community College August 2016 to Present AAS in Web Design & Digital Design/Animation Rasmussen College January 2010 to December 2011 General Education St. Cloud State University August 2001 to May 2003 Skills 55 WPM (10+ years), HTML, CSS, PHP, Java, XML, C#, JavaScript (10+ years), Database Management (8 years), Multi-line phone system (4 years), Front-end Development (10+ years), Managerial Experience (5 years), Microsoft Office Suite - Advanced (10+ years), Adobe Creative Suite (10+ years)

Links <http://www.linkedin.com/in/hey-amandada>
<http://www.twitter.com/dontbitethesun> Additional Information Research & Data Analysis Creative Thinking & Problem Solving

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