

Vera Voissem

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SUMMARY OF QUALIFICATIONS

- Responsible and strong work ethic
- Creative and innovative
- Critical thinker, problem solver, and decision maker
- Strong communication skills, both written and verbal
- Efficient organization and time management skills
- Self-motivated; active team player
- Multilingual: English, Russian, Spanish

EDUCATION

Northeast Wisconsin Technical College, Green Bay, WI
Web Development, Associate Degree

Fall 2024

Kazan (Volga Region) Federal University, Kazan, Russia
Secondary Education (teaching English and Spanish), Bachelor's Degree

June 2017

TECHNICAL SKILLS

Related Coursework: HTML/CSS, JavaScript, SQL, Database development, PHP, Web graphic design part 1&2, Online Search Strategies, C# part 1, Web Content Management Design, ASP.NET

Links to school projects:

1. Final project for JavaScript class:
<https://vvoissem.bitweb1.nwtc.edu/javascript/assignments/07/index.html>
2. Final project for HTML/CSS class:
<https://vvoissem.bitweb1.nwtc.edu/website-coding/Projects/lp8/index.html>
3. Final project for PHP class:
https://vvoissem.bitweb1.nwtc.edu/php/blog/pages.php?page_id=1
4. Final project for Website Coding class:
<https://vvoissem.bitweb1.nwtc.edu/web-graphic-design/final-project/index.html>
5. Final project for Web Content Management Design:
<https://vvoissem.bitweb1.nwtc.edu/wcmd/wordpress/>
6. Web Graphic Design:
<https://vvoissem.bitweb1.nwtc.edu/web-graphic-design/final-project/index.html>
<https://vvoissem.bitweb1.nwtc.edu/wfed2/digital-arts-showcase/index.html>
7. ASP.Net:
<https://bitweb2.nwtc.edu/asp17/ex7>

WORK EXPERIENCE

Freelance web developer
<https://vitalexten.com/>

March 2024 – Present

- Design, build and maintain the website in WordPress/Elementor
- Write supporting code
- Back up the website files

Medical Technician

April 2022 – Present

Tower Clock Eye Center, Green Bay, WI

- Test patient vision.
- Record patient medical histories.
- Documenting/Recording Information — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Assisting and Caring for Others — Providing personal assistance, medical attention, emotional support, or other personal care to others such as coworkers, customers, or patients.
- Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Teacher, childcare

September 2021 – January 2022

Kindercare, Green Bay, WI

- Maintain a safe play environment.
- Observe and monitor children's play activities.
- Communicate with children's parents or guardians about daily activities, behaviors, and related issues.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Care for children in institutional setting, such as group homes, nursery schools, private businesses, or schools for the handicapped.

English Teacher

September 2018 – January 2020

Ankor language school, Cheboksary, Russia

- Maintain a safe play environment.
- Observe and monitor children's play activities.
- Communicate with children's parents or guardians about daily activities, behaviors, and related issues.
- Support children's emotional and social development, encouraging understanding of others and positive self-concepts.
- Care for children in institutional setting, such as group homes, nursery schools, private businesses, or schools for the handicapped.