

# Zhomart Yerkin

## WEB & IT SPECIALIST

Email: [zyerkin@gmail.com](mailto:zyerkin@gmail.com) | Mobile: +7 707 241 66 84 | Citizenship: USA | Clearance level: TS

GitHub: <https://github.com/ZhomartYerkin/fullstack-java-project-44>

### Summary

Digital Media & IT Specialist with 15+ years' experience in U.S. Government and international missions. Skilled in CMS and SharePoint administration, website content and document management, IT systems support, data visualization (ArcGIS, AutoCAD), and multilingual communication English/Russian/Spanish. Proven record of managing digital operations, interactive tools, and content workflows in multicultural environments.

### Key Skills

- Web & Digital Media (CMS, SharePoint, content repositories)
- Frontend basics (HTML, CSS, JavaScript)/currently studying in Hexlet online academy for full-stack web developer.
- Data visualization & mapping (ArcGIS, AutoCAD, Microsoft Office)
- Accessibility & usability awareness
- Adobe Creative Suite (Photoshop – intermediate)
- Interagency & international coordination (US Embassies and Consulates abroad)
- Database management & workflow automation

### Professional Experience:

#### Office Management Assistant

U.S. Embassy Moscow | 2017 – 2018

Maintained SharePoint sites, managed user access rights, and digital databases for 2,000+ staff. Supported and configured IT systems, servers, and networks during severe staffing shortages. Coordinated digital video conferences and online events, including scheduling, facilities, and

technical support. Provided technical support for SMART, ILMS, E-Clearance, and other State Department software.

### **GSO Housing Coordinator**

U.S. Embassy Moscow | 2018 – 2020

Managed housing database for 300+ residences; ensured accuracy of records and assignments. Edited SharePoint content and prepared electronic and paper briefings for housing boards. Applied Adobe Photoshop to prepare unit layouts and visual materials for reports and staff presentations. Produced analytical reports and supported decision-making for interagency housing boards.

### **Program Assistant**

U.S. Department of State, OES/STC, Washington, DC | 2014 – 2016

Administered SharePoint COSA database for inter-agency bilateral agreements. Supported office website and IT systems, ensuring accurate content and accessibility. Drafted reports, meeting notes, and prepared materials for bilateral and multilateral conferences. Coordinated logistics, invitations, and documentation for international meetings.

### **Project Engineer**

Siemens AG, Almaty | 2000 – 2003

Led \$200M national telecom project; coordinated logistics and technical implementation. Utilized ArcGIS and AutoCAD to map and visualize 1,460 miles of fiber optic infrastructure. Created Microsoft Access database with photos/specs for telecom stations. Designed training materials and guidelines for engineers and customer staff.

### **Other Relevant Experience**

Foreign Affairs Officer – U.S. Department of State (2020–Present): Translation (RU/FR/DE/IT/ES), treaty communications, interagency coordination. Contract Officer – GSA (2016): Procurement and documentation. Traffic Officer (CCTV) – Montgomery County Police (2012–2013): Data analysis and reporting. Biometrics Clerk – U.S. Embassy San Salvador (2011): Data processing and multilingual communication. Inventory Mgmt./Property – U.S. Embassy Almaty (2003–2005): Databases, logistics.

## **Training & Online Education**

### **Hexlet Full-Stack Developer Program (in progress)**

- Completed: HTML, CSS (Flexbox, Grid, positioning, semantic layout); JavaScript fundamentals (arrays, objects, environment setup); Git & Command Line
- In progress: Node.js, React, SQL, testing, software engineering fundamentals

### **HTML Academy (Frontend Development, completed)**

- HTML & CSS fundamentals, semantic markup, adaptive layout
- JavaScript basics and DOM manipulation
- CSS Grid, Flexbox, block models, selectors, responsive design

## **Education:**

Master's Degree, State Academy of Architecture and Construction — Almaty, Kazakhstan

## **Certifications:**

Microsoft MCSA (Administrator; +Security), MCSA (Systems Engineer; +Security)

CompTIA A+, Network+, Security+

## **Languages:**

English (Advanced), Russian (Advanced), Spanish (Intermediate)