**Paige Israel**

206.715.1597 | paigeaisrael@gmail.com

**CAREER SUMMARY**

Creative, driven, and self-motivated professional with extensive academic and real-world experience in web design, database development, and IT systems. Proven ability to develop engaging, functional websites that streamline the user experience while simultaneously providing a strong representation of products and services. Excellent communication, project management, and organizational skills. Thrives in deadline-driven environments.

***Areas of Expertise***

Web Design/Development • Project Management • Database Development

Content Development • System Integrations/Migrations • Information Management

Data Recovery • Workflow Optimization • Cross-Functional Collaboration • Technical Proficiency

**TECHNICAL SKILLS**

HTML, HTML5, CSS, CSS3, JavaScript, jQuery, GIT, Subversion, MySQL, WordPress, Photoshop

**PROFESSIONAL EXPERIENCE**

**Highline College Advising Department,** Des Moines, WA Oct 2014 – Aug 2015

***Student Office Assistant*** *(Oct 2014 – Aug 2015)*

Integrally involved in the development of a database for the Washington Academic Advising Coalition and a data collection system/interactive spreadsheet for tracking data from students who utilize advising services.

***Web Developer Intern*** *(Jan 2015 – Jun 2015)*

Developed several pages for the Highline College Advising department website, including “About Us”, “Frequently Asked Questions”, “What to Expect at Educational Planning”, and “Contact Us”, to maintain layout consistency.

**Superlative Internet, LLC,** Burien, WA Apr 2014 – Jul 2014

***Web Developer Intern***

Gained hands-on experience in managing multiple web development and design projects.

* Played a key role in the migration of 120 WordPress websites to a new hosting company.
* Utilized Gravity Forms to complete medical history and patient information forms (410dental.com).
* Edited content on “Bullying” (laughforthehealthofit.net.).
* Integrated an improved apartment website WordPress template (TourVista.com).

**Dell (via PFITech),** Seattle, WA Mar 2012 – Jan 2014

***Security Administrator – Boeing Account*** *(Sep 2013 – Jan 2014)*

Determined access privileges, administered badges, and processed the onboarding/termination of Dell employees.

* Designed and disseminated training manual for utilization by new Security Administrator hires.

***Workload Manager*** *(Jan 2013 – Sep 2013)*

Proactively managed workflow for various stages of the project life cycle for 22 worksites across five states. Monitored maintenance tickets and allocated each issue to the appropriate technician to expedite resolution.

* Consistently achieved all target objectives for Service Level Agreements (SLAs).
* Ensured that technician performance maintained compliance with customer SLAs.

***Client Field Technical Services Representative*** *(Mar 2012 – Dec 2012)*

Trained new employees on the maintenance, service, and repair various IT components and systems..

* Devised innovative method of retrofitting network cart power supplies to accommodate new laptop models.
* Promoted to preferred shifts based on proven record of dependability, reliability, and diligence.

**ADDITIONAL EXPERIENCE**

**Customer Service Representative** Oct 2011 – Feb 2012

Affiliated Computer Services

* Assessed each customer’s individual needs to ensure swift resolution of any issues or problems.

*Career Note: Earned Associate’s Degree at Highline Community College from 2009 to 2011*

**Executive Assistant**  Jul 2007 – Aug 2009

Better Homes and Gardens

* Spearheaded the transition of company's file system from traditional paper to a modern, digital format.

**EDUCATION**

**Associate of Applied Sciences in Web Development**

Highline College, Des Moines, WA

**Associate of Applied Sciences in Networking**

Highline Community College, Des Moines, WA

**Master of Science in Physiological Psychology**

University of Washington, Seattle, WA

**Bachelor of Arts in Psychology**

University of Washington, Seattle, WA

**CERTIFICATIONS**

**Certificates in Network Skills, Data Recovery/Forensics, UNIX/Linux, and LAN**

Highline Community College, Des Moines, WA

**Certified ScrumMaster**