# J. Andrew Badolato

Baltimore Area, Maryland

jandrewbadolato@gmail.com | linkedin.com/in/jandrewbadolato | https://andrewbadolato.github.io/

Goal-driven, self-starting, and articulate technical writer/front-end developer with expertise in SASS, CSS, HTML5, and web development. Familiarity with JavaScript, Node.js, Git, Azure, and front-end frameworks such as Bootstrap. CMS experience includes Sitecore and WordPress. Learns quickly while seeking new challenges, understanding, and skills. Strong communicator focused on effective and clear communication across diverse teams; specializes in documentation and instructions for technical and non-technical audiences.

## Skills

- Cascading Style Sheets (CSS)
- SASS
- HTML/HTML5
- Web Development/Front-End Development
- Technical Writing and Creative Writing
- Git
- JavaScript including GSAP and amCharts
- Bootstrap
- Node.js
- Mobile-first and Responsive Design
- Adobe Photoshop/Illustrator/Acrobat
- Content Management Systems Including Sitecore and WordPress
- Microsoft Office, Azure, and Productivity Tools Including Teams and SharePoint
- Agile Methodologies
- Analytical Skills
- Communication, Collaboration, and Teamwork
- Proofreading and Copyediting
- Seeks Challenges

## Experience

### Web Developer | TEKsystems | Apr 2021 - Nov 2023

- Built and styled Sitecore page and branch templates for new page types, utilizing HTML, CSS/SASS, and Sitecore tools.  Followed Adobe XD and PDF mockups provided by the design team.
- Expanded the Web team's component guide, providing technical documentation and instructions for using existing site components, style selections in Sitecore, and templated HTML/HTML5 and CSS.
- Trained and provided manuals for EMEA and APAC content managers adding and editing article content.
- Enhanced Node.js package and Gulpfile.js for building stylesheets.
- Continued performing and maintaining the tasks and projects I began working on in my previous role as Sitecore Administrator.
- Help provide technical communication between the marketing web team and the technical development team.
- Support department's creative team with setting up and styling email templates in Salesforce Marketing Cloud based on PDF and Adobe XD mockups.

### Senior Proposal Writer | TEKsystems | May 2023 - July 2023

- Created clear and concise proposals and instruction documents for technical and non-technical audiences, facilitating effective communication across various roles and industries.
- Managed the proposal process for sales teams globally from kick-off through submission.
- Provided content for the proposal team's content database.
- Peer-reviewed and copyedited teammates' proposal drafts for quality assurance.

### Sitecore Administrator/Front End Development | TEKsystems | May 2019 - Apr 2021

- While I was still employed full-time as a proposal writer aligned with the TEKsystems marketing department, I reached out to the web team seeking opportunities to use the knowledge gained through earning my CIS degree

and through my marketing website experience. I performed this role alongside my assigned role on the proposal team, maintaining quality work product across both roles.

- Built and styled Sitecore Forms components using CSS, migrating from WFFM to Sitecore Forms.
- Developed and styled new web pages in Sitecore using SCORE components, HTML, CSS, and Bootstrap.
- Published content on international websites, collaborating with content managers in EMEA and APAC markets.
- Reviewed, documented, and updated alt text for images in Sitecore image library to align with SEO and accessibility best practices.
- Contributed to the TEKsystems.com codebase using Git for merge and deployment.
- Used Adobe Photoshop and Illustrator to crop, format, and optimize images for the website.

## Proposal Writer | TEKsystems | Nov 2016 - Apr 2021

- Created clear and concise proposals and instruction documents for technical and non-technical audiences, facilitating effective communication across various roles and industries.
- Managed the proposal process for sales teams globally from kick-off through submission.
- Provided content and technical support for the proposal team's content database, SharePoint site, and bid submission and tracking system. Also served as a liaison between the proposal team and the in-house SharePoint development team to refine our bid submission and tracking system.
- Peer-reviewed and copyedited teammates' proposal drafts for quality assurance.

## Proposal Writer/Marketing Coordinator | J.A. Rice, Inc. | Apr 2012 - Aug 2016

- Updated company website on WordPress, served as a main point of contact for marketing emails, and coordinated corporate rebranding.
- Created proposals and instruction documents for technical and non-technical audiences, facilitating communication across roles and industries. Administered contracts and served as first point of contact.
- Configured and troubleshooted common office software for myself and other members of the team, sometimes assisting our IT person when busy.
- Wrote and copyedited new website and marketing content.
- Used Adobe Photoshop and Illustrator to crop, format, and optimize images for the website.
- Supported executive and project staff in a woman-owned professional land surveying firm.

## Regulatory Affairs/Marketing Assistant | Advanced Biotechnologies Inc | Sep 2008 - Jan 2011

- Created and edited scientific and administrative documentation including collaborating with the scientific staff to develop and update SOPs.
- Developed and posted content for the company website using Drupal.
- Maintained the marketing department wiki on the company intranet.
- Supported regulatory, scientific, and executive staff in a biotechnology firm.
- Coordinated redesign and printed company product catalog and marketing materials.

# Education

## Bachelor of Science (BS), Computer Information Systems | Stevenson University | 2015 - 2018

- Focus on software development and design.
- Graduated with honors (GPA 3.78).

## Bachelor of Arts (BA), English Language and Literature | Stevenson University (Villa Julie College) | 2002 - 2006

- Most extracurricular campus activities were web-focused and included: webmaster for local chapter of English honor society, online editor for school newspaper's website, and co-op participation with the Web office to help maintain the school website. Also contributed to the school newspaper and literary magazine.
- Graduated with honors (GPA 3.68).