

ANITA HARIS

FRONT END DEVELOPMENT

OBJECTIVE

Ambitious graduate student with a background in web development eager to contribute developed knowledge and experience in Front-End Web Developer role. Skilled in building interactive and responsive websites. Adaptable and driven with strong work ethic and ability to thrive in team-based or individually motivated settings.

EXPERIENCE

Freelance Web Developer

June 2020 – Present

- Can collaborate with customers to determine needs and work through design options.
- Able to improve and design new user-facing features to achieve usability and performance objectives.
- Can create successful websites that meet requirements for objectives such as load speed and design.

Office Administrator

May 2019 – June 2020

Clarity Design

- Managed scheduling for staff, monitoring resource allocation to provide optimal coverage and service.
- Provided general administrative support to ongoing projects
- Assisted with HR and Accounts Payable duties where I consistently met the deadline while handling multiple projects at the same time
- Provided excellent customer service in person and via phone

Volunteer Administrative IT Support

Jan 2019 – May 2019

ACIC


- Implemented troubleshooting for PCs and printers, maintained company's software applications
- Provided general administrative and technical support to ongoing projects to improve the overall operation efficiency


Project Coordinator


May 2016 – Sept 2017

Settlement One

- Maintained and monitored appraisal order schedules, work hours, and operational flow
- Attended and participated in stakeholder meetings
- Documented and followed up on important actions and decisions from meetings

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 anitaharis.netlify.app

SKILLS & TOOLS

HTML / CSS/ JavaScript/ jQuery /
Bootstrap / React / SASS / NodeJS /
PHP / MySQL / WordPress

OTHER

Code Review/ Basic Debugging/
GIT / SEO / Communication
Teamwork/ Customer Service /
Prioritization / Requirements
gathering

EDUCATION

BS in Management Information Systems

Columbia College Columbia, MO
2015 – 2019

LANGUAGE

Farsi (Native)
English (Business Fluent)
Hindi (Fluent)
Spanish (Beginner)

INTERESTS

Hiking
Playing badminton
Cooking
Family time