

WILLIAM S. BECK



410-350-4420 | williambeckjr@protonmail.com | <https://bbeck2417.github.io/portfolio/>

SUMMARY

Motivated student professional with experience supporting college administrative operations, event planning, and research initiatives. Strong communicator with excellent organizational skills, bringing a student-centered perspective and a commitment to learning and teamwork in administrative environments.

EDUCATION

Associate of Applied Science in Software Development

Ivy Tech Community College, South Bend/Elkhart, IN

Expected Graduation: May 2027

GPA – 4.0

Technical Certificate Full Stack Web Development

Expected Graduation: May 2026

Honors

- Secretary/Treasurer Ivy Tech IT Club 2025/2026
- President Phi Theta Kappa Honors Society Ivy Tech South Bend Chapter 2026
- Dean's List Fall 2025

WORK EXPERIENCE

Student Life Administrative Assistant/Intern

December 2025 – Present

Ivy Tech Community College, South Bend, Indiana

- Assist the Office of Student Life with research, clerical tasks, office organization, and the planning of college-wide meetings and events.
- Provide a student perspective to academic division leaders for planning and communication work.
- Compiled information and conducted online research on institutional initiatives to support event and meeting preparation.
- Gain professional development in project management, office communication with executive-level administrators, event planning, and teamwork.

WEB Team Manager

September 2011 – May 2020

RadNet, Inc, Baltimore, Maryland

- Lead deployment and 24/7 support of secure enterprise web portals, ensuring system reliability and efficient provider access to data.
- Partner with the Defect Review Committee to prioritize enhancements and defects, shaping product roadmap decisions.
- Oversee QA testing to ensure portal functionality, performance, and release readiness
- Collaborate with IT and clinical teams to resolve complex PACS/viewer issues and maintain compliance with HIPAA, DICOM, and HL7 standards
- Develop and enforce IT policies supporting data security, system integrity, disaster recovery, and workflow efficiency.

Weather Amnesty Aid

November 2024 – April 2025

Center for the Homeless, South Bend, IN

- Oversee nightly service delivery operations, including guest intake and documentation, ensuring a safe, respectful, and trauma-informed environment.
- Deliver personalized resource referrals while maintaining accurate documentation and collaborating with staff to enhance service outcomes and guest engagement.

Technical Skills

- Full-Stack Development: Front End Development Libraries, Back End Development, and APIs (April/2025), Responsive Web Design (September/2024), JavaScript Algorithms and Data Structures (September/2024).
- Languages: Finnish (Elementary)