JANIS BIVIANO

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Web Developer

Performance Profile/Summary

Self-motivated and detail-oriented professional possessing strong computer skills across a variety of professional settings and industries. I have been involved in technology and computer solutions over the course of my career, and have been steadily honing my skills in the area of Web Development.

My background in Computer Science has allowed me to continue building my skills in the fast developing field of Web Development. I have continually kept up-to-date with the latest technologies including, but not limited to, HTML, CSS and JavaScript / jQuery.

Professional and Technical Skills

- Web Development
- HTML5
- CSS3
- JavaScript
- jQuery
- jQueryUI
- C++

- Hardware/Software Support
- PHP
- MySQL
- Windows OS
- Macintosh OS
- Dreamweaver
- MS Publisher

- Database maintenance
- MS PowerPoint
- MS Outlook
- MS Word
- MS Access
- MS Excel

Performance Highlights

- Developed fully functioning web sites for both individuals and small start-up businesses using HTML5, CSS3, JavaScript and jQuery.

- Organized software, hardware and file folders on 30 Macintosh computers, as well as maintained the organization of each computer on a regular basis, resulting in an efficiently run computer lab allowing students to work in a consistent and organized setting.

- Installed and maintained hardware and software for each faculty member as well as provided instruction and training for staff in the most popular software products and teacher tools. This allowed faculty and staff to utilize the tools necessary to work more efficiently.

- Revamped technology curriculum to encompass a broad spectrum of computer usage, from basic typing skills to organizing files, research, document creation and use of the computer as a tool.

- Created a computer program to quickly calculate the PPM for asbestos sampling that reduced processing time and increased productivity.

Professional Experience

Self-Employed Web Developer, Present

- Utilized my Web Development skills in HTML, CSS, JavaScript and jQuery to build small web sites for both individuals and small start-up businesses.
- Performed maintenance and updates for web sites and provided training when necessary.

Computer Lab Coordinator, Our Lady of Mercy School, Jersey City, NJ

- Train faculty and staff in the use of commercial business software packages, including Microsoft Word and Excel.
- Schedule computer lab use for faculty, staff and students.
- Organize software programs for classroom use and implement training programs for students and staff.
- Collaborate with staff to develop appropriate training materials.
- Perform installations and provide proper maintenance, hardware and software support for all computers within the school.

Computer Support/Programmer, Port Authority of NY/NJ, Jersey City, NJ

- Responsible for the maintenance of computer systems and software, implementation of backup routines, design and implementation of all reports and computer generated tasks.
- Trained coworkers on the use of custom designed software programs, as well as commercial business software packages.
- Asbestos Lab Technician

Computer Lab Assistant, Electronic Learning Lab, New Jersey City University, Jersey City, NJ

- Assisted students with Word Processing, Spreadsheet and Database applications on Macintosh computers and Windows PC.
- Assisted director with installation and maintenance of PC and Macintosh computers.
- Provided software and hardware support for campus faculty.

Administrative Assistant, Automatic Data Processing, New York, NY

- Greeted customers in reception area.
- Responsible for the typing of all letters, memorandums, reports and data entry..
- Extensive telephone work.

Administrative Assistant, L.F. Rothschild, Unterberg, Towbin, New York

- Responsible for keeping records of all bond trades and opening of all new accounts.
- Responsible for the typing of all reports, memorandums, and letters.
- Extensive telephone as well as in-person relations with customers.

EDUCATION

New Jersey City University, Jersey City, NJ, Bachelor of Science - Computer Science
New Jersey City University, Jersey City, NJ, Elementary Education Certification