Jillian Burke

4 Frederick Avenue, Halifax, NS, B2N 2K4

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RESUME

Summary of Qualifications

Technical Skills

- Visual Basic, Java, HTML5, CSS3, PHP (Laravel), JavaScript (Angular, jQuery, Node and Express) and MySQL
- Intermediate understanding of Drupal.
- Computer Hardware and Installation
- Unix/Linux experience (Mint, Fedora, Elementary, OpenSUSE, Penguin OS)
- Windows operating systems from XP to 10
- VMware Workstation and virtual machines
- Microsoft office suite
- Have experience using, troubleshooting and fixing smartphones, cameras, computers and other technology.
- Basic Adobe Photoshop, Illustrator, InDesign and Lightroom understanding.

Soft Skills

- Excellent written and oral communication
- Ability to work successfully in both teams and self-directed settings
- Time management

Education

- IT Program at Nova Scotia Community College, 2016 (Currently enrolled in Year 2)
- High School Diploma, Richmond Education Center Academy, 2014

Experience

Assistant Web Designer (Work Term)   **April 2015 to August 2015**
Strait Regional School Board

- Created and designed 21 websites using Drupal.
- Used HTML and CSS to make minor template changes.
- Collaborated, created, and designed.

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Temporary Videographer   **June 2012 to November 2012**
Seaside Communications

- Recorded and edited video for various community events.
- Collaborated with community event organizers.
- Collaborated, recorded, created, and edited.

Summer Intern   **July 2011 to August 2011**
Meritech

- Working with a team to set up student workstations, update and tweak BIOS and mass-image computers.
- Hardware setup, software management, mass-imaging
- Assembled, restored, and communicated.
- Surpassed expectations of my position and was granted permission to help with BIOS and imaging though it wasn't in my job description.

Professional Development, Community Involvement & Interests

- 2014 - Attended a Ladies Learning Code workshop to help better understand HTML and CSS.
- 2012 - Recorded a track for a CD of which the money went to a student breakfast program.
- 2010 - Class Representative on Student Council
- 2008 & 2009 - Volunteered as a C@P site worker.
- 2005 – 2013 - Helped with community events such as haunted house, and kid activity days.

References: Available upon request.