Joseph S. O'Keefe

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📍 Staten Island, NY   👤 He/Him/His

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in linkedin.com/in/josephsokeefe

○ github.com/joeyokeefe

Education

CUNY School of Professional Studies
Business Management and Leadership
Sep 2019 – Jan 2022 | New York, NY

New York University
Business Marketing and Advertising
Sep 2015 – May 2018 | New York, NY

Skills

HTML | CSS | JavaScript

ReactJS | Bootstrap | G Suite Apps

Microsoft Office Suite

Typing *(85 WPM)*

Writing and Editing

Teaching/Training | **Adaptability**

Research | **Marketing** | **Leadership**

Data Visualization | **SEO/SEM**

Social Media Marketing

Public Speaking | **Final Cut Pro**

Awards

Graduated with Honors: Summa Cum Laude
CUNY School of Professional Studies
2022

Profile

I have been passionate about technology for as long as I can remember. My journey in technology began when I was a child, and I started learning how to manipulate the files on my computer to install the newest Minecraft mods. Since then, my love for technology has grown and expanded far beyond the confines of video games.

In my professional career, I have taken on additional responsibilities in IT, and I have become the IT Administrator in my current workplace. Additionally, I have spent considerable time working towards becoming a software engineer, and I have developed an interest in using my proficiency with technology to create new things. I have always been a creative person, and it is clear to me that software development is the perfect medium for me to combine my love of art and technology.

Professional Experience

IT Administrator
St. Joseph Hill Academy
Sep 2019 – present | Staten Island, NY

- Oversees the installation, setup, and configuration of new software and hardware.
- Trains and coaches both students and peers in the use of technology and digital resources; Including, but not limited to, basic computer fluency, Google Docs, Google Slides, Zoom, Zearn, Freckle.
- Provides technological support for both students and faculty.
- Manages Google Admin and student database.
- Analyzes and interprets data to ensure student programs are effective in meeting proposed goals.
- Oversees the coordination of disability services and early childhood intervention.
- Analyzes performance data to identify students who may require additional services.
- Assists in the design of marketing and promotional materials.
- Oversees the scheduling and coordination of all in-school disability service providers.

Marketing Research Assistant
Love Law Firm, PLLC
Nov 2018 – Mar 2019 | Uniondale, NY

- Temporary contract position performing administrative, operational, and marketing duties for a privately owned law firm.
- Conducted market research to identify potential clients and primary industry competitors.

Founder's Day Award
New York University
2018

- The Founder's Day Award is given to University Honors Scholars

Dean's List
New York University - Gallatin School of Individualized Study
2018

- The NYU Gallatin Dean's List is an honor awarded to students who perform outstanding academic work.
- I was included on the Dean's List each semester from Fall 2016 to Spring 2018.

- Created databases of market information using Google Sheets and Excel to ensure that information could be easily accessed and edited.
- Reported market research findings using digital data visualization tools and Google Workspace apps.

Production Intern
The Daily Show with Trevor Noah
Jan 2018 – May 2018 | New York, NY

- Prepared props, sets, and equipment for television shoots.
- Worked directly with an audience of over 200 people to promote a positive live show experience and smooth operation.
- Used programs such as Nesbit and Avid to log and transcribe video data.
- Helped maintain a clean, orderly, and efficient office.

Server, Bartender, Host
Arirang Hibachi Steakhouse
Apr 2016 – May 2018 | Staten Island, NY

- Prioritized hospitality, communication, and customer service in a fast-paced work environment.
- Worked in multiple positions to cultivate a variety of skills.
- Assisted in the training of new employees.
- Ensured the restaurant environment was clean, welcoming, and efficient.