

# Joseph S. O'Keefe



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👤 He/Him/His

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## Education

### **CUNY School of Professional Studies**

*Business Management and Leadership*

09/2019 – 01/2022 | New York, NY

### **New York University**

*Business Marketing and Advertising*

09/2015 – 05/2018 | New York, NY

## Skills

**Microsoft Office Suite** | **G Suite Apps**

**Typing** (85 WPM) | **Writing and Editing**

**Public Speaking** | **Teaching/Training**

**Adaptability** | **Research** | **Marketing**

**Leadership** | **Data Visualization**

**HTML** | **CSS** | **JavaScript**

**SEO/SEM** | **Social Media**

**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 web developer, 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*

09/2019 – present | Staten Island, NY

- Oversees the setup and configuration of new software and hardware.
- Trains and coaches both students and peers in the use of technology and digital resources including basic computer fluency, Google Docs, Google Slides, Zoom, Zearn, Freckle, and more.
- Troubleshoots all IT and technology related problems.
- 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 and creation of marketing and promotional materials.
- Oversees the scheduling and coordination of all in-school disability service providers.

### **Marketing Research Assistant**

*Love Law Firm, PLLC*

11/2018 – 03/2019 | Uniondale, NY

- Temporary contract position performing a variety of 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 to ensure that complex data could be interpreted and used for a variety of purposes.

### **Production Intern**

*The Daily Show with Trevor Noah*  
01/2018 – 05/2018 | 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 through a variety of clerical duties.

### **Server, Bartender, Host**

*Arirang Hibachi Steakhouse*  
04/2016 – 05/2018 | 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.