

Michael Kearns

**Phone:** (508)-315-7432 | **Email:** [kearns01michael@gmail.com](mailto:kearns01michael@gmail.com)

[Portfolio](#) | [LinkedIn](#)

Summary: Michael is passionate about technology and is always learning and evolving.

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## #Skills

Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and Microsoft Access, HTML, CSS

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## #Professional Experience

### **Stop and Shop Supermarket / Courtesy Clerk**

June 2012 – Present: Mansfield MA

Provided assistance to shoppers by helping them load groceries into their cars

Developed exceptional personal skills to get along with others and work as a team

### **Framingham State University Alumni House / Web Developer**

September 2019 - December 2019: Framingham MA

Modernized a website for a nonprofit by improving its usability and design

Acted in a leading role on a team of three to help consult the client at various stages of development for feedback

Iterated through versions of the product to ensure requirements were met

### **Attleboro Enterprises, Inc. / IT Support Specialist**

September 2018 – December 2018: Attleboro, MA

Acted as the first point of contact for internal clients seeking technical assistance in MS suite

Determined the best solution based on the issue and details provided by the client

Effectively executed a predefined process to digitize hundreds of confidential client paperwork

Devised a system for data collection and entry to maintain up to date client contract information

Digitally transformed the company by making the client data more available to its IT systems (e.g. search, reporting)

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## #Projects

### **CSCI 360 Database Management Project**

Designed, built, documented, and presented a functional database for a university

Worked effectively in a team of 5 with well-established roles and responsibilities

Stored and analyzed information (using SQL) about university students, staff, classes, and schedules

### **CSCI 108 HTML, JavaScript Programming, and Web Site Development Project**

Understood and implemented detailed user experience, and information architecture requirements to build a functional website

Used development best practices, learned new technologies, and asked detailed follow up questions to ensure requirements were met

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## #Education

**Framingham State University** / Bachelors of Science in Business and Information Technology