

KIMBERLY KARLSSON

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EDUCATION

B.S. Business: Information Systems

Graduation: 05/2020

San Francisco State University

San Francisco, CA

- Cumulative GPA: 3.42
 - Relevant Coursework: Managing Enterprise Networks, Managing Enterprise Data, Information Security Management, IT Project Management, Building Web Applications with Open Source, Building Business Applications, Information Systems Analysis and Design
 - Organizations: President's Leadership Fellows, Information Management Systems Association
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SKILLS

- Technical: HTML5, CSS3, Bootstrap, Responsive Design, Drupal, SQL, Photoshop, MS Office
 - Languages: Trilingual in English, Swedish, and Tagalog
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EXPERIENCE

Web Assistant

09/2019 – Present

San Francisco State University

San Francisco, CA

- Created and configured blocks, views, and content types for 15+ Drupal websites
- Migrated websites from WordPress to Drupal in order to streamline the user experience and establish a university wide standard for departmental sites
- Set up staging environments to verify production readiness of sites, in collaboration with Web and Accessibility Specialists, University Directors, and Department Leads
- Performed regular web content updates using HTML, CSS, and Bootstrap
- Utilized accessibility reports to ensure links, headings, and tables comply to WCAG guidelines

Basic Computer Skills TA

11/2018 – 1/2019

Tenderloin Technology Lab

San Francisco, CA

- Instructed the low-income and homeless population of the Tenderloin in computer terminology, keyboarding, internet research, MS Office, email set-up, and navigating web applications.
- Communicated effectively in a classroom environment consisting of 10 to 20 students
- Held one-on-one tutoring sessions to increase students' understanding of the curriculum
- Assisted students in troubleshooting computer and hardware related issues

Administrative Assistant

01/2016 – 06/2017

City College of San Francisco Career Services

San Francisco, CA

- Scheduled meetings and maintained appointment calendar for career counselors
 - Greeted guests in the office, signed them in, and directed them appropriately
 - Handled all incoming and outgoing phone and email correspondence
 - Coordinated event details and helped to organize the Spring Job Fair
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OTHER

- Certifications: Mendix Rapid Developer, CompTIA Security+ (in progress)
- Interests: I enjoy strategy games and occasionally play in Settlers of Catan meet-ups