Manali Joshi

manalijoshi82@gmail.com
310-741-8397

RELEVANT EXPERIENCE

Webmaster Assistant (Volunteer)

Pay4bugs , Utest | Dec 2010 – March 2011

- Documented quality issues with clients websites.
- Tracked and reported bugs by utilizing standard defect tracking system
- Evaluated and documented actual test results against expected results

Uhuru Furniture & Collectibles | Jan 2015 – Aug 2015

- Volunteered my HTML5, CSS3 skills to improve Uhuru's blogspot website
- Built monthly HTML email newsletters for Uhuru's various events

Save The Water | Dec 2014 – Dec 2015

- Responsible for creation and maintenance of the 'Volunteer of The Month' page on Save The Water's Wordpress website

HR / Admin Assistant

Pro Saamya Inc. | Jan 2009 – May- 2009

- Opened, sorted and distributed incoming messages and correspondence.
- New hire documentation
- Obtained signature for financial documents

Administrative Assistant (Health Plan Eligibility Department)

Directors Guild of America | Apr 2008 – Dec 2008

- Prepared and mailed letters to members regarding dependent enrollment, student verification documents, coverage periods and updates
- Prepared COBRA open enrollment packets
- Prepared documents for scanning and performed quality control of scanned documents for each member.
- Validated monthly auto payments by keeping track of credit card expiration dates

HIGHLIGHTS

- Teaching myself web design and Front End Web Development skills
- Studied software testing principles and methods
- Understand and can communicate technical jargon
- Personnel Management Graduate with strong analytical and communication skills

EDUCATION

Skillcrush
Front-end Web Developer BP
Visual Designer professional BP
Wordpress Developer BP- in Progress

FreeCodeCamp
Front-End Development Certificate

Coursera
Fundamentals of Graphic Design
Introduction to Typography

Software Test Engineer Certificate
Bellevue College, WA

Certificate in Human Resource Management
UCLA

Masters in Personnel Management
University of Pune, India

- Assisted manager with inter-departmental document deliveries and other projects as needed

Human Resource Assistant

Dimakh Consultants PVT limited | Jan 2005 – May 2005

- Performed pre-interview phone screening calls to enable managers to focus on the most desirable candidates.
- Conducted extensive research and recruited via online job portals
- Successfully interviewed approximately 25 candidates, placed two of them as a system administrator and a software engineer.
- Handled new Hire documentation

WORK SAMPLES AND ONLINE PRESENCE

- Pay4bugs and uTest
- Coding Portfolio
- Design Portfolio
- Twitter
- Instagram

Bachelor of Science (Zoology)

University of Pune, India

SKILLS

Front-End Skills

HTML5, CSS3, Javascript, jquery, Wordpress, Responsive Web Design

Design Skills

Adobe Photoshop
Adobe Illustrator
Adobe InDesign
Branding & Identity
Typography
UXpin

Software Testing Skills

Tracking logging and reporting
Black box testing

Language Skills

Proficient Written and Verbal English, Hindi and Marathi