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Owings Mills, MD

ROMEL WILLIAMS

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EXPERIENCE

SOCIAL SECURITY ADMINISTRATION

IT Specialist

Baltimore, MD

March 2010 - present

- Perform software testing on client/server, intranet/internet, and mainframe applications to ensure functionality.

COLLECTIONS MARKETING CENTER

Reporting Analyst

Wilmington, DE

October 2009 – March 2010

- Participate in the Development and Production of daily, weekly and monthly reports for internal and external clients.
- Ensures the accuracy of the report data prior to distribution.

DPL FEDERAL CREDIT UNION

Website Content Manager/Member Service Representative

Newark, DE

September 2000 – December 2012

- Implemented an intranet website (HTML/CSS) that is accessible to all credit union employees where they can learn various procedures, engage in training, access their schedule or fill out their timesheets.
- Responsible for maintaining the content on the credit union's website and refreshing site design and visual as needed
- Used tools such as Visual Basic and Microsoft Access to create applications with database functionality to promote productivity and accessibility
- Trained co-workers to become more computer literate
- Updated various documents that are used in the daily operation of the credit union
- Assisted members with daily transactions such as balance inquiries, account transfers and loan payments

ANGENTA TECHNOLOGIES

Web Developer/Research Specialist

Wilmington, DE

December 2007 – June 2008

- Assisted in the design and development of Angenta Technologies' website using Dreamweaver.
- Conducted analysis on computer electronics and created comparison matrices to determine trends and the best overall value using Microsoft Excel and Word
- Generated sales to customers for products that best fit their needs
- Provided quotes, research and technical assistance to government agencies

MBNA*Summer Intern***Wilmington, DE***June 2000 – August
2000*

- Assisted in purging existing customers from the various mailing lists
- Worked with the payroll department involving incorrect timesheet transactions to update financial records

EDUCATION**WILMINGTON UNIVERSITY****New Castle, DE**

Masters of Science in Management & Management
Information Systems
Graduation: May 2009

DEVRY UNIVERSITY

Bachelors of Science in Computer Information Systems
Graduation: February 2006

Fort Washington, PA

**SKILLS AND
QUALIFICATIONS**

- **Proficient in:** Microsoft Office Products, HTML, CSS, PHP, MySQL, Visual Studio 6.0, Dreamweaver, Photoshop
- **Knowledge of:** LAMP, AJAX, XML, JavaScript, ASP.NET, Visual Studio.NET, SQL Server, Illustrator

**AWARDS AND
ACCOMPLISHMENTS**

- Received a monetary bonus upon completion of the intranet website for DPL Federal Credit Union. The implementation saved the organization hundreds of man hours by allowing easy access to training materials, staff procedures, schedules, and timesheet compilations.
- Selected to participate in the annual Employee Reception at DeVry University as an honorary presenter.