

# Peter J. Timpone

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## Objective

Rutgers University Information Technology & Informatics (ITI) major searching for an internship and/or work experience in the IT industry. Am primarily interested in web development, but am open to other opportunities in the field.

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## Education

Bachelors in Political Science, Sociology minor  
Rutgers the State University of New Jersey-Class of 2012.  
3.04 GPA

Current Information Technology & Informatics (ITI) second degree student (3.75 Major, 3.12 Overall GPA)

### *Relevant Technological Courses*

Completed web applications development certification program in January 2014.  
Completed graphic design certification program with Photoshop training in October 2014.  
Introduction to Computer Science  
The Internet and Information Environment  
Social Informatics  
Retrieving & Evaluating Electronic Information  
Networking & Internet Technologies (summer 2015)  
Calculus 1

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## IT/Programming Skillsets

### **Portfolio-<http://portfolio-ppz.rhcloud.com/>**

Github-<https://github.com/petetimp>

Familiarity with web programming languages: HTML/5, CSS/3, Javascript, JQuery, AJAX, PHP, & SQL (MySQL).

Fundamental knowledge of Java programming language and object-oriented programming

Familiar with Internet search engine logic for locating relevant information.

Highly proficient in Microsoft Word and mild experience with Microsoft Excel.

Uses Adobe Dreamweaver for web projects and has some experience using Photoshop for Web Design purposes.

Currently collaborating on developing backend of political website Votewise.net using PHP and Phalcon web development framework

Some knowledge of command shell (Windows), git, web site hosting, and FTP(File Transfer Protocol)

Experience with PiktoChart infographic software-<https://magic.piktochart.com/output/3584951-driverless-car-approval>

Experience with Prezi Presentation Software-<https://prezi.com/rv17oloaqxbp/echelon-streetlight-improvements/>

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## Employment

***SilentMonkeys***

*SilentMonkeys.com*  
*Votewise.net PHP/Web Developer*  
*January 2015-Present*  
*Volunteer/Internship*

Works (weekends) on a political website collaborative project that aims to provide a local forum for people to discuss and vote on local issues. Uses various back and front end web software technologies for development of site.

***J. Knipper and Company, Healthcare Marketing Solutions***

*309 Pierce Street, Franklin Township, NJ*

*Data Entry/Administrative*

*March 2015-Present*

Enters HIPAA compliant data into various order forms to be sent to several medical establishments, and thoroughly checks previously keyed data to verify correct medication quantities, names, addresses, and other pertinent information.

***Iron Mountain Incorporated***

*811 Route 33 Business, Freehold, NJ*

*Document Specialist*

*October 2012 -April 2013 & July 2014-September 2014*

*Supervisor: Randy Sinsel 732-863-4665*

Collaborated in the workflow process involving the digital and/or physical storage of classified documents and medical records at a records management/information processing facility. Job roles included:

1. *Prepper*- Raw preparation of documents for scanning purposes.
2. *Q.C. Prepper*- Quickly reviewed the work of one or several preppers for Quality Assurance purposes and, when necessary, constructively criticized preppers in order to improve individual and workflow performance.
3. *Scanner*- Fed appropriate documents contained within a company box through a scanning machine into a computer database for digital processing, and created numbered batches in 'Batch Manager' software for conventional purposes.
4. *Q.C. Scanner*- Checked the quality of scanned documents using 'Batch Manager' software, recorded image counts on a labor tracking worksheet, and electronically split documents into several categories for validation and verification purposes.

***GENCO Product Lifecycle Logistics***

*310 Blair Rd, Avenel NJ*

*Warehouse Worker-March 2014 to July 2014*

Worked in a distribution center largely centered around, but not directly owned by Amazon.com. Tasks involved: lifting heavy boxes from a truck onto a conveyor belt for processing and sorting packages into correct sections for eventual pickup by USPS trucks.

***United Parcel Service (UPS)***

*1 Clover Pl, Edison NJ*

*Driver Helper-November 1, 2013 to January 2014*

Assisted the UPS driver with common delivery tasks, which included, but were not limited to: Dropping off residential packages, obtaining signatures for commercial packages with a UPS DIAD machine, and picking up boxes from businesses in the Metuchen/Edison and Sayreville/Parlin areas during the busy holiday season. Customer interaction/service skills were additionally essential for the job role.

**Gustatec/Chromocell Corporation**

100 Bayard Street, New Brunswick, NJ

685 U.S. 1 North Brunswick Township, NJ

Sensory Panelist/Specialty Sensory Panelist-June 2011 to October 2012

Supervisor: Kristin Bernardi 732-696-2024

Job duties included tasting various flavors within samples consisting of sweet, sour, salty or bitter attributes. Either judged which sample out of two contained a greater amount of the specified attribute, or evaluated the intensity of the attribute on a numerical scale, which was sent to various food & beverage corporations around the globe.

**Rutgers-The State University**

Kreeger Learning Center-151 College Ave, New Brunswick, NJ

Tutor for course 'Internet and Information Environment'-547:111-Oct2011- May2012

Responsibilities included tutoring students on specific topics varying from set theory, search engine composition and algorithms, and matrices and matrix multiplication. Assisted students with quizzes, homework, and exam reviews.

**Hallmark Corporation**

2501 McGee Street Kansas City, MO 980 Easton Avenue, Somerset, NJ

Retail Merchandiser-May 2009 to November 2011

Supervisor: Kathy Nowitzke 732-433-0760

Had primary responsibility of greeting card section of Stop & Shop supermarket. Duties included providing customer service to customers searching for department items, auditing product to correct index, ordering product on an Infolink machine that either was out of stock or at the specified reorder point, receiving, unpacking, and displaying new merchandise, keeping a written log of all department activities, and discarding expired seasonal inventory.

**Tri-State Contracting & Trading Corporation**

182 Ridge Rd. Unit 1 Dayton, NJ 08810

Customer Service Representative-November 2006 to March 2007

Supervisor: Mohammad Zarqa 732-230-3783

High school co-op job involving customer service and administrative duties. Work mainly consisted of answering phones, searching for mechanical parts on-line, and entering inventory data into Microsoft Excel for storage/backup purposes.

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**References**

1. Kathy Nowitzke (Supervisor, Hallmark) 732-433-0760
2. Randy Sinsel (Project Manager, Operations at Iron Mountain) 732-863-4665
3. Kristin Bernardi (Senior Project Leader, Chromocell Corp, Gustatec Division) 732-696-2024

