RobertStepanov

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OBJECTIVE

Seeking an entry level position in a new and compelling computer-oriented work environment. Committed to personal excellence in a professional setting with proven exceptional interpersonal, organizational and communication skills. Continually demonstrate abilities as an innovative thinker, effective problem solver, adapt quickly to challenges and possess a high level of motivation.

EDUCATION & CERTIFICATIONS

St. Petersburg College – Associates of Science - 2015
- o Web Design and Development

St. Petersburg College – Associates of Arts - 2011
- o Major track: Biology and Chemistry
- o Minor track: Environmental Science

University of South Florida – Bachelor of Science – 75%
- o Environmental Science and Policy
- o Water Sustainability and Management

WEBDS-CT Web Development Specialist Certificate

CMPRG-CT Computer Programmer Certificate

CPS-CT Computer Programming Specialist Certificate

WORK EXPERIENCE

2014 – Present: Freelance Web Design & Development
   Creation, development, and deployment of websites and other digital content. Including logos, flyers, and other graphical design elements and assets.
- o HTML5, CSS3, SASS, Javascript, etc.
- o Adobe CC – Illustrator, Photoshop, etc.

2001 – 2012: Office Manager – J.M. Light, MD PA
   Oversaw day to day operations of a busy medical practice while utilizing organizational skills to facilitate a smooth and efficient office environment.
- o Claims coding and filing, prior authorizations
- o HIPPA and OSHA Compliance
- o Patient assistance and office maintenance

1995 – 2000: Bar Manager – Cockney Rebel Pub

- o Opening and closing duties
- o Management of 10+ staff members
- o Stock ordering and maintenance

SKILLS

Wide foundation of computer-based knowledge including but not limited to:

- o Networking maintenance and connectivity
- o Building and maintenance of computer systems
- o Experience with major Operating Systems (PC, Mac, and Linux)
- o Knowledge and expertise with vast array of Software Application Suites
- o Unending thirst for learning new technological skills and abilities