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.

St. Petersburg College – Associates of Science - 2015

* Web Design and Development

St. Petersburg College – Associates of Arts - 2011

* Major track: Biology and Chemistry
* Minor track: Environmental Science

University of South Florida – Bachelor of Science – 75%

* Environmental Science and Policy
* Water Sustainability and Management

WEBDS-CT Web Development Specialist Certificate

CMPRG-CT Computer Programmer Certificate

CPS-CT Computer Programming Specialist Certificate

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.

* HTML5, CSS3, SASS, Javascript, etc.
* 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.

* Claims coding and filing, prior authorizations
* HIPPA and OSHA Compliance
* Patient assistance and office maintenance

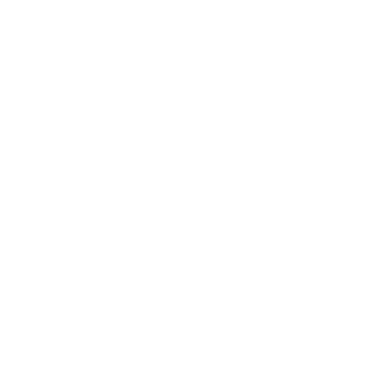
1995 – 2000: Bar Manager – Cockney Rebel Pub

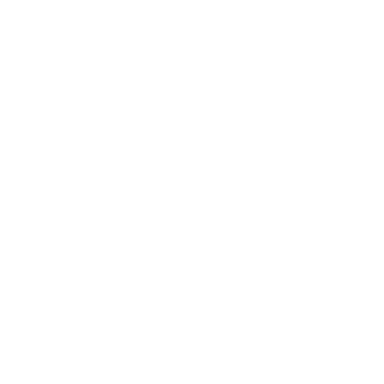
* Opening and closing duties
* Management of 10+ staff members
* Stock ordering and maintenance

**WORK EXPERIENCE**

**SKILLS**

**EDUCATION & CERTIFICATIONS**

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

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