

RobertStepanov

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Portfolio: RobertStepanovPortfolio.com

OBJECTIVE

Seeking an entry level position in a new and compelling computer-oriented work environment relating to any of the areas of expertise possessed through education and experience. 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

- 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

WORK EXPERIENCE

2019 – 2019: United States Postal Service – CCA

Responsible for daily sorting and delivering of mail and packages in a well-organized and timely manner.

- Casing and pulling down mail.
- Efficient loading of LLV or truck.
- Delivery of all mail and parcels accurately and efficiently.

2014 – 2019: 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

SKILLS & ABILITIES

- ✓ Exceptional problem solving, communication, organizational, and time management skills.
- ✓ Adept at understanding concepts of design, implementation, testing, debugging, and maintenance of web-based software applications while utilizing HTML5, JavaScript, CSS3, and other programming languages.
- ✓ Outstanding artistic abilities; able to implement phases of project-based efforts while maintaining knowledge of emerging technologies.
- ✓ Exceptional multi-tasking skills with a wide range of technical abilities and proficiency in several applications and programming platforms (Adobe CC, Git, etc.).