**Shaan S. Taneja**

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(703) 899-1955 (Cell) (703) 690-7258 (Home)

**Objective:** Seeking a professional career position in an organization where I can grow and utilize the skills I have acquired during my 6 years of customer service support experience, over 3 years of collective paid and volunteer IT internships experience in requirements gathering, data analysis, developing visual and textual procedures as well as designing, building, and testing web sites.

**Education**:

Masters of Science (MSIS) in Software Engineering Strayer University (GPA 4.0), Alexandria, Virginia, June 2013.

Bachelor of Science (BS) in Computer Information Systems, Summa Cum Laude (GPA 3.90)

Strayer University, Alexandria, Virginia, June 2011.

Northern Virginia Community College: August 2005-June 2008 (Information Technology).

**Tools & Languages:**

Microsoft Windows XP/Vista/7/8 and Linux; Microsoft Suites 2010/2013 (Word, ACCESS, Excel, Power Point, SharePoint, Visio, and Projects); SQL/Plus & PL/SQL, and Oracle Enterprise Manager; most Browsers (IE, Firefox, and Chrome); Web Design (XHTML, MySQL, Basic Adobe, Flash, Drupal, basic CSS, JAVA, Eclipse, basic PHP, Dreamweaver, XAMPP and Wamp Servers, Vagrant, and Aquia Dev Desktop), Photoshop; Fireshot; Networking protocols (TCP/IP) and DHCP; Bug Tracking (SmartSheet, Godzilla, and Jira), Git, Go ToMeeting, and Survey Monkey.

**Recognitions:**

-Alpha Chi Nation Honor Scholarship Society and Distinguished Degree Banner Carrier

(Strayer University)

-Exceptional Customer Service Recognition (Strayer and GPO)

**Work Experience**

Independent Web Developer June 2014-Current

As a freelancer, I am developing and publishing web sites for retail businesses. Completed [www.snsliquors.com](http://www.snsliquors.com) and the site [www.pincusliquors.com](http://www.pincusliquors.com) is in progress.

Conducted the following tasks:

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* All activities from capturing user requirements; developing project plan, designing and developing front-end user interfaces and site functionality; back-end controls; to publishing and administering SSL based web sites.
* Register domain names and negotiate hosting requirements
* Develop Drupal 7 based sites on local host utilizing XAMPP server/Apache/MySQL
* Customize Drupal Themes with CSS and HTML/XHTML, design content types, implement appropriate taxonomy, develop views to control displays, and develop a dashboard to control content, its publishing, and customer communications
* Implement administrative controls to allow subscriptions and customer registrations
* Utilize PHP to add needed functionality
* Work with GoDaddy in site hosting using Linux environment
* Host the site on GoDaddy and set up backend site administration controls
* Develop testing plans and User Acceptance Testing methodology
* Developed procedural documentation and User Guides for stake holders
* Assisted in user testing and conducted stake holders’ training
* Continue to remain available for site maintenance

Opus Group LLC  
8251 Greensboro Drive

Mclean, VA, 22102

Agile Tester April 2014-Augest 2014

* Worked on the United States Citizenship and Immigration Services (USCIS) project to conduct Agile based immigration databases’ testing. Work entailed creating test cases, test scenarios (scripts), and executing test cases. Tools utilized included GEMS and SQL. Utilized SQL to conduct required queries from Immigration databases.
* Utilized Eclipse, Java code, and Google API and collaborated on a web metric collection task to analyze and report how frequently users were visiting certain web sites.
* Supported Denver 311 Web site utilizing Oracle Ready Now tool.

Blackstone Technology Group

4601 N. Fairfax Drive, Suite 1010

Arlington, VA 22203

Associate Technical Consultant September 2013 – March 2014

Under the guidance of the USDA program manager and Blackstone’s project manager, worked on the project team tasked to upgrade USDA’s legacy Food and Nutrition Services website.

* Assisted in the tasks of planning, development, and testing of USDA’s web site pages (FNS.usda.gov) to support USDA’s information dissemination programs for its Food and Nutrition Services.
* Utilized Drupal 7 as a platform in design and migration of contents from the USDA’s legacy to target site and utilized XAMPP and MySQL to store media and content related files for the target website.
* Agile development techniques were practiced with daily Scrum sessions to demonstrate site development progress, overall status, issues, and resolutions.
* Performed content migration which entailed verification of design layout, data cleanup, and page reformatting. Developed UML Use Cases to design testing strategy and testing of the page to be published in the new environment also entailed simulating the presence of new content in Drupal and insuring the target Drupal site contained the fully functional links as well as all content files were in the approved formats, such as,  PDFs, DOC, XLS, PPTs, etc. This validated the new page is in compliance with the user requirements as well as meets 508 standards where required.
* Tested the bug fixes and utilized Git program to push the changes to the Git repository.
* Administered Drupal user accounts, privileges, roles, etc.
* Was tasked to set up, administer, and promote various in-house Brown Bag presentations using Go ToMeeting and conducted post-meeting assessments through Survey Monkey.
* Installed Windows OS (7/8), Office Software, Web browsers, Ticket reporting software, MySQL Database Management System, and monitored status of servers, web applications, and databases.

Sikh Foundation of Virginia

7250 Ox Road

Fairfax Station, VA 22039 March 2013 – July 2014

Volunteer:

Assisted the Sikh Foundation of Virginia (SFV) site manager in performing various site [(www.sfova.org](http://www.sfova.org)) related activities such as

* Utilize Drupal to change and test new web pages and add required functionality
* Manage content including, Calendar, forms, and events’ promotion and publicity
* Mobilizing the site by using a QR Scanner
* Selected the ISP provider for SFV and designed and configured a secured WiFi LAN k
* Configured laptops for special events and troubleshot computer problems

United States Government Printing Office

732 North Capital Street

Washington, DC 20002

Paid Student Intern: December 2012 – January 2013

May 2012 – September 2012

May 2011 – September 2011

* Gathered Online Book Store (OBS) website improvement requirements, developed requirements traceability matrix, and researched how proposed OBS web site improvements will streamline business process as well as improve frontend user interfacing.
* Leveraged web design tools to prototype the GPO OBS website pages. Utilized Adobe Dreamweaver and Frankenstein Model/Wire-framing to develop the blueprints. These artifacts helped in enhancing communications with users, project manager, and OBS contractor.
* Utilized Drupal to prototype the website improvements and utilized basic Cascading Style Sheet (CSS) and HTML for site content and functionality.
* Scanned, cleaned, and resized images to be inserted for publishing on the GPO Bookstore Testing site. Utilized photo editing tools, such as Adobe ® Photoshop, Paint.NET, and other open source software. Other tools that assisted in this process included Fireshot, Visio, Access, MS Projects, Excel.
* Performed application testing (beta site) to ensure program changes are functional and are in compliance with various standards included 508 standards. Developed test cases, test scripts and test scenarios. Tracked UAT issues/bugs and prepared reports. Used SmartSheet document bugs (issues) with the GPO testing site and coordinated fixes with the contractor.
* Performed data analysis and required research for the data entry effort to support eBooks ISBN format conversion and gathered data to conduct business information analysis and publications’ pricing comparisons.
* Validated data quality and updated SharePoint databases with publications inventory, pricing, and metadata.

Strayer University

1. Eisenhower Avenue

Alexandria, Virginia 22314 July 2008- July 2010

Financial Aid Representative/VA Certifying Official (Full Time employee):

* Assisted veterans and other students in applying for admissions and financial aid. Was the focal point for students to get all their financial aid questions and inquiries done, and problems resolved.
* Researched and communicated Veterans’ GI Bill benefits, certification, compensation, and delinquency issues to the Department of Veteran Affairs.
* Prepared weekly financial aid reports providing student and financial metrics. Insured all activities and collected or reported data complied with all University policies and procedures to maintain integrity in students' confidential information.