Milana Campbell

Milana.Campbell@gmail.com / (240) 354-3830 / Rockville, MD / Github: <https://github.com/sunnycal>

**Objective**: Energetic Website Content Administrator.

**Professional Summary**

Exceptionally focused and reliable Java Developer with an outstanding work ethic. Adept at explaining computer development concepts and processes to a variety of professional and lay audiences in a clear and accessible manner. Able to work well as part of a professional computer program development team.

**Software, CMS, Platforms**

Java Spring Boot, Oracle Virtual Box, HTML5/CSS/JS, Data Analytics, Predictive Analytics, Agile Scrum Master Management concepts, Technical Writing, Splunk, Exposure to AWS, Checkpoint Endpoint Security, CMS Administration, SharePoint, Service Now, Manage Engine, Windows, Android, Apple, Adobe Acrobat XI PRO.

**Core Qualifications**

US Citizen / Current Public Trust

Experience with HTML/CSS and Web Content Management Systems

Experience with Adobe Creative Suite/InDesign, Illustrator and Photoshop

SEO Implementation

Google Analytics

Experience with Adobe Premiere

HP Certified Professional

Digital Editing

**Key Achievements:**

* Microsoft Office Certificate of Achievement edX
* Health and Human Services Cybersecurity Awareness Certification
* National Institutes of Health Protecting Human Research Participants Certification

**BA Communications**

Howard University

**PROFESSIONAL EXPERIENCE**

XA Systems Fairfax, VA

**Website Content Administrator** August 2017 - Present

* Professional level imaging, installing and migrating data for our federal client units. Manage resolution of incident and problem tickets; Provide production support and extended support to meet project deadlines.
* Utilize Java, Spring Boot, test programing code & Applications, collaborate with team and management. Research and document software bugs and create and implement fix.
* Responsible for translating technical information into clear, readable documents to be used by

technical and non-technical personnel. Strong interpersonal and communication skills with development engineers to ensure deployment success.

Evidera Bethesda, MD

**Website Coor** June 2017 – August 2017

* Served as the primary federal client liaison for web content-related tasks and activities on a day-to-day basis.
* Managed the development and maintenance of Department of Labor content, including editing and proofreading webpages as well as online products such as newsletter articles, fact sheets, press releases, leadership messages, and feature stories.
* Proactively made recommendations and followed through to keep environments secure, up to date, and functional for intended user groups.

Sentech, Inc Bethesda, MD

**Content Administrator**  December 2013 – June 2015

* Utilized Java, Spring Boot, tested programing code & Applications, collaborated with team and management. Researched and documented software bugs and created and implemented fix.
* Created & maintained a centralized repository of UI components, participated in usability testing & research.
* Wrote and executed test cases based on written design, as well as based on product knowledge that resulted in greatly improving the software. Researched and documented software bugs and created and implemented fix.
* Prepared unit test cases and reviewing test results. Designed and developed front end.
* Responsible for investigating the issues, defects, determining problem root cause, formulating corrective action recommendations & implementing them.

Abbtech Fairfax, VA

**Website Coordinator** January 2010 – December 2013

* Wrote and maintained well-designed, efficient code using industry-standard best practices.
* Point of contact for website updates built on a proprietary Content Management System.
* Worked with Marketing Team to create visually appealing web pages, and optimize the performance of pages, content, and positioning on internal website.
* Built creative solutions to solve tricky user-experience problems.
* Troubleshoot website bugs and issues.
* Excellent time and project management skills and drove multiple project schedules simultaneously and ensured deliverables were met on time.

Lockheed Martin Rockville, MD Rockville, MD

## [Digital Project Coordinator](https://www.indeed.com/rc/clk?jk=f8074bf4e81c9f16&fccid=4cc2cf9a59c8d6b9&vjs=3) January 2010- August 2008

* Established and maintained effective working relationships at multiple levels as well as across unit lines and industry professionals on digital collections management. Initiated, established, and maintained professional relationships with stakeholders.
* Identified and recommended resources for digital projects and, as directed, prepared budget proposals and justifications. Prepared online digital projects (digital originals or digital reformatting) planning documents which encompassed all aspects of workflow, selection, preparation, production and technical design.
* Tracked project workflow using computer software tools, and schedules activities required to move digital projects to completion, as appropriate. Prepared reports and documentation of projects and other division digital work.