

TANESHA BARNES

Albany, NY • (518) 217-5326 • Taneshalbarnes@gmail.com • linkedin.com/in/tanesha-barnes/

SUMMARY

Accomplished professional with broad experiences in website design, graphic design, data analytics, visualizations, and database management. Eager to transition my educational background and experiences to thrive in a role while continuing to improve upon my technological skill sets.

EDUCATION

Teachers College, Columbia University, M.A., Higher and Postsecondary Education, 2006
College of Arts and Science, Boston College, B.A., English, 2005

SKILLS

HTML, CSS, JavaScript, JQuery, Bootstrap, Python, Pandas, Numpy, Matplotlib, Seaborn, SQL, APIs, JSON, Git/Github, Visual Studio Code, Google Colab, Microsoft Office Teams, Word, Excel, Powerpoint, Outlook

PORTFOLIO

TaneshaB.netlify.app: Hand-coded the site using HTML, CSS, and Bootstrap, and deployed it to a server using Netlify. Featured are projects highlighting my growing web development and data analytics skills.

CERTIFICATIONS

Current: Python for Data Analytics, Albany Can Code/SUNY Adirondack, Albany, NY (2/22 to 5/22)

Selective admission for a 12-week intensive course with lectures and practical projects. Completed individual and team projects using Python, Numpy, Pandas, Matplotlib, Google Colab, Jupyter notebooks, and Git/Github.

ADDITIONAL CERTIFICATIONS

- Python for Everybody Specialization - Coursera (4/22)
- Web Design for Everybody Specialization (HTML5, CSS3 and Javascript) - Coursera (3/22)
- Responsive Web Design - freeCodeCamp (2/22)
- Certifications: Graphic Design (8/07); Web Design (8/08) - School of Professional Studies, NYU

RELEVANT EXPERIENCE

360 Campaign Consulting, Remote, Quality Control Team, Partner Manager (8/19 to 11/20)

- Facilitated remote external stakeholder training on the voter database application called Blocks
- Extracted, cleaned, and analyzed voter data, reporting on key quality control and staff performance metrics

Regus, International Workplace Group, New York, NY, Community Associate (8/17 to 10/18)

- Managed two server rooms and delivered IT and admin support for Windows/Mac devices and MS Suite
- Systematized databases: J Drive, Callstream, Datapulse, EVO, Stamps.com, ACCESS, and ID card system

Global Employment Solutions Temp Agency, New York, NY, Special Projects Manager (3/15 to 1/16)

- Supervised eight grad/undergrad assistants in graphic design, social media, e-newsletter, and budgeting

Office of Undergraduate Admissions, NYU, Senior Assistant Director of Special Events (9/11 to 8/14)

- Migrated website blog to a Content Management System (CMS), redesigned the marketing outreach program doubling applications, and transitioned scheduling processes from excel to an online platform

Center for Multicultural Education & Programs, NYU, Program Administrator for Diversity Education and Programming (9/06 to 9/10)/ Assistant Director (9/10 to 8/11)

- Managed department technical needs: digital and printed marketing, weekly HTML e-newsletter, and creation of department CMS site (70+ webpages). Utilized Adobe Creative Suite, Dreamweaver, and Fetch