

SUMMARY

A flexible, highly motivated individual who effortlessly focuses on attention to detail, with a talent for analytical work and problem solving. Proficient in computer knowledge/programs. Demonstrates a commitment to customer service.

PROFESSIONAL EXPERIENCE**CUSTODIAN****2012 to present****St. Mary's Parish Center – Manahawkin, NJ**

Independently work to keep St. Mary's Parish Center clean, neat, and orderly.
Provide general maintenance and custodial work as needed.

FREELANCE WEB & GRAPHIC DESIGNER**2011 to present****Jim's Creative Web Design – Barnegat, NJ**

Specializing in Family Websites.
Plan, design, and develop websites based on consultation with client.
Knowledgeable in all aspects of web design including planning, interactive design, social networking, e-commerce, database development and mobile design.

BANK TELLER (part-time)**2008 - 2012****TD Bank – Manahawkin, NJ**

Accurate data entry of all transaction details.
Maintain inventory & stock supplies to ensure customers & tellers have what they need.
Greet customers and provide outstanding service.
Back up phones and proofread own and others' transactions for accuracy.
Reconcile cash and work independently to ensure all work is completed daily.
Demonstrate good listening skills to understand & provide individual customer needs.
Exhibit professionalism and high level of confidentiality.

GROUNDS KEEPER (seasonal)**2007 to present****All Saints Regional Catholic School – Manahawkin, NJ**

Independently work to keep school grounds manicured, clean and safe.
Provide general maintenance and custodial work as needed, and assist other workers.

COMPUTER OPERATOR / VBA PROGRAMMER**2004 - 2007****VNU Business Media – Lakewood, NJ**

Initiated and created method to use 49 macros of Excel to make 273 computer reports more presentable and more easily read by users.
Filed reports on electronic shared drive to ensure availability to all internal customers.
Stored accumulated reports in warehouse to improve locating and retrieving process.
Accurately performed daily backups.
Run, print, and distributed reports on the AS/400 system.

TEAM CAPTAIN (part-time)**2001 - 2004****Merry Maids, Inc. – Farmingdale, NJ**

Led one to two people in cleaning residential homes, ensuring customer satisfaction and a professional team environment.

Organized inventory of supplies and products to maximize efficiency & quality.

VISUAL BASIC PROGRAMMING INTERN**1999 - 2000****The Johnson Corporation – Three Rivers, MI**

Worked directly with the Vice President of Research & Development to design an interface allowing end users (Sales personnel) to input up to 5 data sets for a thermal coil used in the paper manufacturing industry.

BAKERY CLERK (part-time)**1997 - 2001****Meijer's, Inc. – Portage, MI**

Organized and maintained bakery department to guarantee cleanliness & accessibility.

Serviced customers by taking orders, making recommendations, and maintaining and reconciling cash drawer.

ELEMENTARY SCHOOL INSTRUCTOR**1990 - 1997****The Montessori School – Kalamazoo, MI**

Elementary school instructor for self-contained, multi-age classroom using concrete and manipulative materials.

Composed daily lesson plans, both individual and group, and wrote them on the white board so children would know what to expect.

Organized processes for children to place their daily work and to request a lesson.

Managed time schedule for individual and group lessons throughout the class day.

Developed and ran an after-school chess club.

Wrote and directed school plays for the children to perform.

Created and repaired teacher-made materials to improve quality and understanding.

ELEMENTARY SCHOOL INSTRUCTOR**1988 - 1990****New Horizons Montessori School – Ft. Washington, PA**

Elementary school instructor for self-contained, multi-age classroom – same as above.

COMPUTER SKILLS

Proficient in Microsoft Word, Excel, Access, Windows

Programming and report writing experience

Experience with IBM AS/400, Lotus Notes, Visual Basic, VBA, Java, JavaScript, C++

Web Design experience including: Adobe Creative Suite, Dreamweaver, Photoshop, Illustrator, Flash, Adobe Acrobat, HTML, CSS, SQL, MY/SQL, PHP, SEO

EDUCATION

Web Design Specialist Certification

Adult and Continuing Education and Teaching, Ocean County College

Training in the Adobe Creative Suite 5.5 for web design specialists.

Mastered Techniques in Photoshop, Flash, Illustrator, Dreamweaver, HTML, CSS. It was an intensive 14 session program.

Featured project included a 22 page website using Flash movies and enhanced techniques of Photoshop and Illustrator put together in Dreamweaver and organized into a portfolio with Adobe Acrobat Professional.

Programming Degree Certification

Brick Computer Science Institute, Bricktown, NJ

Mastered techniques required to design, write, implement, debug, enhance and maintain business software applications on PC platforms.

Pursued extensive classroom-based instruction and applied learning opportunities involving real-world programming methodologies.

AAS – Computer Information Systems and AA – Mathematics

Kalamazoo Valley Community College, Kalamazoo, MI

BS – Major: Elementary Education; Minor: History

Monmouth University, West Long Branch, NJ