

BRI ROBERTS

(217) 460-1372 • info@absoluteppcare.com

MOST RECENT EDUCATION

Lake Land College
Associate in Applied Science – Information Technology – Web Technologies
Grade Point Average 3.56 on 4.0 scale; Secretary of Club I.T. 2008-2009

Mattoon, IL
May 2010

PROFICIENCIES

WEBSITE DESIGN

- CSS – Cascading Style Sheets Level 2.1; separates web page structure and design from the web page layout
- XHTML – coding that ensures a website appears the same despite different user browsers and platforms
- Adobe Dreamweaver CS4, CS5 – web design software that supports File Transfer Protocol, XHTML and CSS
- Adobe Flash CS4, CS5 – for the creation of interactive media; adds animation and interactivity to web pages
- Adobe Illustrator CS4, CS5 – graphic software used to create quality, scalable vector graphics for websites
- Adobe Photoshop CS4, CS5 – used to create, edit, and enhance photographs used in print or the web page

DATABASE / PROGRAMMING

- JavaScript (Client-Side) – enhances user website interactivity such as form validation or dialog boxes
- PHP Programming (Server-Side) – increases user interactivity, similar to JavaScript, but executed on the server
- MySQL (Server-Side)– Structured Query Language (SQL) used to add, access and manage relational databases
- C/C++/C# Programming – desktop application programming languages used to access and maintain a database
- Visual Basic Programming – object oriented and event driven programming language; user interactive
- Microsoft Visual Studio 2008 – programming software used to create windows programs in multiple languages

MICROSOFT OFFICE APPLICATIONS

- Microsoft Word 2003, 2007, 2010 – word processing software; creation of brochures, newsletters, and contracts
 - Microsoft Excel 2003, 2007, 2010 – spreadsheet software used for creation of invoices, ledgers, and inventories
 - Microsoft PowerPoint 2003, 2007, 2010 – presentation software; business proposals and training supplements
 - Microsoft Publisher 2003, 2007, 2010 – publication software; used to create publication and marketing materials
 - Microsoft Access 2003, 2007, 2010 – database management system; to develop and test database structure
 - Microsoft Visio 2007 – diagramming software that uses vector graphics; used to map out plans or structures
 - Microsoft Project – project management software; manage and synchronize project scope and progress
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CERTIFICATIONS

CompTIA A+ Certified Information Technology Technician

April 2007

MOST RECENT EXPERIENCE

Absolute PC Care
Website Designer, Computer Instructor / Tutor, Certified I.T. Technician

Mattoon, IL
April 2007 to Present

Lake Land College
Instructor, Tutor

Mattoon, IL
September 2008 to Present

Helen Matthes Library
Computer Class Instructor

Effingham, IL
September 2008 to Present