**SUMMARY:**

Stephanie is an accomplished web designer with a strong background in front-end web development. As a self-starter with excellent organization and technical skills, the portfolio she has created with web links within her resume is a demonstration of her PHP and MySQL capabilities. Although Stephanie has the capacity to work independently, she also can work as a team member while managing a wide range of functions and consistently producing proficient results. She is available to start another assignment with professional notice as she is local to the Charlotte, NC area, but is willing to relocate for the right opportunity.

**EDUCATION:**

Pursuing an MS, Information Technology, ­Kaplan University, and graduation is December 2012

Related Coursework: Project Management, Database Management, System Analysis/Design, Critical Concepts/Competencies

BS, Information Technology, ­Kaplan University, *summa cum laude,* February 2011

Related Coursework: Web Multimedia, Animation, Technology Infrastructure, Systems Analysis/Design, Networking, and Project Management

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BS, Business Administration, Wingate University, Wingate, NC, June 1996

Member: Golden Key International Honour Society

­**TECHNICAL SKILLS:**

Web Development: HTML, XML, Action Script, Advanced Action Script (AS3), PHP

Operating Systems and Networking: Windows XP

­Programming Skills: SQL, Access, MySQL

­Software: MS Office, Adobe Photoshop, Adobe Dreamweaver, Adobe Illustrator, Adobe

Flash, Adobe Acrobat Standard

**EXPERIENCE:**

**Contractor/Freelance/Volunteer** 8/11- Present

Database Manager/Web Developer

* Current Projects: [It All Ties Up](http://www.italltiesup.com/), [CLV Trucking of NC Proposal](http://www.stephaniefaison.com/clv/clv_projectProposal.pdf) and [Morgan Mills](http://payatmmc.com/) (coming)
* Enhancing Database Management skills with mentor, Charlene Webb of Bank of America
* Used Dreamweaver, Note++, Photoshop, PHP, MySQL, JavaScript, Flash, AS3, SQL, and Illustrator while doing independent contracts and volunteer work on websites and personal databases
* Portfolios at: [Stephanie L. Faíson](http://www.stephaniefaison.com/portfolio.html) and [Kaplan](https://kaplanu.optimalresume.com/previewDoc.php?tkn=5aa9566e0b411a546ac6e9777c8bb311-p34886)

**IBM**  6/96 – 7/11

Internet Security Services Product Manager (7/07 – 7/11)

* ­Built Wiki pages using basic HTML skills
* Generated quotes and used technical resources throughout IBM
* Implemented web, email, messaging, archiving, and boundary encryption security services for IBM customers via a message labs database
* Assisted with supporting vulnerability management, assessment and testing, and network intrusion detection services via provisioning forms and IBM MAP database while working closely with customers, security project executives, and sales representatives
* Served as a liaison between IBM and renewal customers while managing service contracts through Oracle, Contract Online (COL), Invoice Online (IOL), ONYX, and Web Ordering Systems (WOS) databases
* Worked with the project office team to expand capabilities to customers and to attract business opportunities
* Increased knowledge of career skills through IBM/ISS tools, web conferences, independent online training, and through other team members’ expertise

­Executive Assistant III (6/96 – 7/07)

* Trained new employees while maintaining and organizing workflow
* Collaborated with team members to develop processes to ensure efficient operation and to meet daily goals
* Created and revised presentations and forecast reports for procurement Vice President
* Planned and coordinated special events
* Accomplishments: Reduced costs by developing an ordering process. Helped achieve high audit scores with unscheduled internal audits by developing a secure filing system and database that contained confidential materials

**First Data Corporation**  12/96 - 6/97

Credit Specialist

* Process and analyze applications for major credit cards with PNC Bank by examining credit reports for approval or rejection of credit.
* **Accomplishments:** Promoted from credit analyst to specialist within three months and received employee recognition awards

**Wingate University**  8/92 - 5/96

Building Recreational Supervisor

* Manage recreational employees and event coordinators
* Insure all reports and financial statements are produced within an accurate and timely manner. Coordinate, evaluate, and design layouts for special events.
* **Accomplishments:** Received promotion to a supervisor within one year

**Roses INC**  11/89 - 8/92

Department Manager

* Control monthly inventory and train new employees
* **Accomplishments:** Received several promotions and Employee of the Month