

Stephanie L. Faïson

StephanieFaïson@student.kaplan.edu

Profile

An accomplished professional with strong work ethics, capable of independently managing a wide range of functions while consistently producing results with proficiency; a superior self-starter and team player with a combination of organizational and technical skills

Technical Skills

Web Development - HTML, XML, ActionScript, PHP

Operating Systems and Networking - Windows XP

Software - MS Office, Adobe Photoshop, Adobe Dreamweaver, Adobe Illustrator, Adobe Flash, Adobe Acrobat Standard

Programming Skills – SQL, Access, MySQL

Education

Master of Science in Information Technology

Kaplan University - Expected Graduation: February 2012

Emphasis: Project Management

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

Bachelor of Science in Information Technology

Kaplan University - Graduated: November 2010 Graduation: February 2011

Emphasis: Web Multimedia and Animation

GPA: 3.7/4.0

Related Coursework: Adobe DreamWeaver, Adobe PhotoShop, Adobe Flash, Action Script / Advance

ActionScript (AS3), PHP with MySQL, Technology Infrastructure, Systems Analysis and Design, Networking and Project Management

Bachelor of Science in Business Administration

Wingate University - Graduated: June 1996

Emphasis: Management

GPA: 3.0

Professional Experience

Volunteer/Freelance

8/2011- Present

www.stephaniefaison.com

Database Management and Web Developer

- Mentoring – Enhancing Database Management skills with Charlene Webb of Bank of America
- Enhancing skills in Dreamweaver, Photoshop, PHP, MYSQL, JavaScript, Flash, AS3, SQL, Illustrator and other scripting/coding with volunteer work on websites and personal database for friends and family.
- Please see website portfolio http://www.stephaniefaison.com/website_portfolio.html

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IBM/Manpower, Charlotte, NC & Boca Raton, FL
www.ibm.com

6/1996 – 7/2011

Internet Security Services Product and Managed Security Services Support (work remotely)

7/2006 – 7/2011

- Build Wiki pages using basic HTML Skills
- Implement web, email, messaging, archiving and boundary encryption security services for IBM Customers via MessageLabs Database
- Assist with supporting vulnerability management, assessment and testing, network intrusion detection services via provisioning forms and IBM MAP Database while working closely with customers, Security Project Executives and Sales Representatives
- Serve 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 and generating quotes
- Continuously improved in effectively using resources throughout IBM and all our team's operations
- Work with Project Office team to expand capabilities to existing customers and attract new business opportunities
- Enhance leadership, personal and technical skills by working independently
- Increase knowledge of new career skills through several IBM/ISS tools, web conferences, independent online training and via other team members' expertise

Executive Assistant

6/1996 - 6/2006

- Trained new employees, maintained and organized workflow to meet all client needs
- Collaborated with team members to develop processes to ensure efficient operation of their daily goals
- Created and revised presentations and forecast reports for Procurement Vice President Conferences
- Planned and coordinated special events
- Repeatedly promoted to new positions since 1997 from assistant to business administration into executive assistant
- Reduced costs by developing an ordering process
- Helped achieve high scores with unscheduled internal audits by developing a secure filing system and database for confidential materials

Honors

- President's List five semesters
- Graduating Summa Cum Laude
- Golden Key International Honor Society

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Projects / Portfolio

- **Kaplan Portfolio**
<https://kaplanu.optimalresume.com/previewDoc.php?tkn=5aa9566e0b411a546ac6e9777c8bb311-p34886>
- **Online website**
<http://www.stephaniefaison.com>