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## Web Administration Resume

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### Job Objective

To enhance my skills as Web Administrator by securing a position with growing company that will put my experience to good use.

### Highlights of Qualifications:

- Remarkable experience with Web Administration and programming
- Good understanding of latest trends in social networking tools
- Proficient with XHTML, CSS, JavaScript and online marketing tools
- Ability to perform backup and recovery
- Ability to monitor and create reports on web traffic, email and ad analytics
- Ability to develop, build and implement new web technologies
- Ability to handle difficult issues and motivate peers

### Professional Experience:

Web Administration  
CACI, East Fairfield, VT  
March 2005 – Present

### Responsibilities:

- Assisted NGA & CMMAC analysts and management team.
- Coordinated as technical advisor to CMMAC.
- Aided as customer advocate and maintained interactive database.
- Marketed future growth of NGA's web reporting.
- Established and maintained interactive websites.

Web Administration  
Sapphire Technologies, East Fairfield, VT  
December 2000 – February 2005

### Responsibilities:

- Coordinated development of technology directions.
- Corresponded in meetings and technical projects.
- Coached team members and analyzed technical requirements.
- Aided application development teams and technical architecture development efforts.
- Carried out analysis of hardware and software and imparted status updates.

### Education:

Bachelor's Degree in Computer Science  
Goldey-Beacom College, Wilmington, DE

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