

Jaime Medvesky

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OBJECTIVE

To obtain an internship position within the web design industry that can contribute and expand upon my experience, skills and capabilities.

PROFILE

- Self-motivated, creative professional; able to learn anything on my own initiative
- Positive, enthusiastic, and creative in program development; enjoy working with others
- Committed to excellent customer service and customer satisfaction
- Extremely high regard for quality; pay close attention to detail
- Outstanding presentation and facilitation skills; enjoy speaking in front of audiences

EDUCATION

Web Design & Interactive Media, Art Institute of Philadelphia – Philadelphia, PA **2009 – Present**
Best in Quarter – Digital Portfolio – *April, 2014*
Best in Quarter – Portfolio Management – *October, 2011*
Cumulative GPA: 3.5

Finance, B.A., Rider University – Lawrenceville, NJ **1994 – 1998**

TECHNICAL SKILLS

Software Programs: Adobe Dreamweaver • Photoshop • Illustrator • Fireworks • Flash • InDesign
MS Office Applications • Camtasia Studio • Corel Painter • RoboHelp • Pro Tools
Programming/Web: HTML5 • CSS3 • JavaScript • DHTML • XHTML • ActionScript 3.0 • XML • PHP

EXPERIENCE

Red Lobster, Cherry Hill, NJ – Server **October, 2011 – Present**

- Provide outstanding service to all guests of the restaurant to ensure the best possible dining experience.
- Employee of the Month – *January, 2013*

QED Financial Systems, Marlton, NJ – Client Services Specialist **August, 2007 – March, 2009**

- Provided full support to clients from various state and local government agencies with the QED Accounting & Portfolio Management software.
- Assisted clients with a wide range of requests, such as troubleshooting financial data discrepancies, developing proper internal workflow procedures, and conducting web or on-site client trainings.
- Performed widespread quality assurance software testing and wrote test scripts to ensure accuracy.
- Worked with developers as a Business Analyst to build functionality for a custom-built trading application, *TRAQS*, which gave traders the ability to make real-time market trades while automatically updating transactional data for executed trades in the client's accounting and portfolio databases.

Bloomberg L.P., Skillman, NJ – Data Specialist/Programming Liaison **June, 1998 – August, 2007**

- Established the role of main programming liaison between programming staff and all end-users in the company for issues pertaining to *commentary*, Bloomberg's proprietary programming language.
- Managed the design, implementation and distribution of *The Commentary Interface*, a custom-built application allowing users to design and manage Bloomberg screens without having to write code.
- Identified program usage procedures, established policies and methods for distribution, extensively tested program for bugs and inefficiencies, and administered corporate policies to ensure compliance.
- Built a full help system to provide information and instructions for all aspects within the program.
- Over 7 years' direct experience coordinating and conducting employee trainings on the use of custom-built applications, as well as designing and authoring professional training manuals.