MICHAEL DIGRUTTILA

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Education:

Roger Williams University, Bristol, Rhode Island   2010-2014
Gabelli School of Business, AACSB accredited
Bachelor of Science in Web Development
Minor: Marketing
Concentration: Graphic Design

Skills:

Programming Languages: HTML/HTML5, CSS/CSS3, JavaScript, JQuery, MySQL, PHP.

Content Management Software: WordPress, Joomla, Shopify, Bootstrap, GitHub, Magento.

Applications:

  OS: Windows, Mac.
  Office (Microsoft): Word, Excel, PowerPoint, Access.
  Design (Adobe): Dreamweaver, Illustrator, Photoshop, InDesign, XD, Commerce (Magento).
  Engagement: Constant Contact, MailChimp, HubSpot, HootSuite.
  SEO: Google Analytics, Google AdWords, Yoast.
  Social Media: Facebook, Instagram, Twitter, LinkedIn, Snapchat, Discord, MeWe.
  Backend: cPanel**,** PhpMyAdmin, CloudFlare, Apache (basic).

Personal Strengths: Very analytical, Organized, Constantly learns new skills expeditiously, Excellent at problem solving under pressure, Accountable, Consistently reliable, Superb time management.

Relevant Work History:

Freelance Web Designer   Ramsey, New Jersey   2018-Present
- Creating user-friendly web pages using Content Management Systems and Design Applications
- Assessing SEO data and formatting webpages and metadata to boost search rankings
- Communicating with clients to clarify their wants and needs
- Managing multiple projects at once in deadline driven environments
- Generating content based on current and new trends
- Studying and applying new trends as well as new software applications/plugins in projects and different coding techniques
- Optimizing websites to achieve cross compatibility between browsers and devices
- Designing flyers and pamphlets for clients using InDesign, Illustrator and Photoshop
- Using constant contact software for customer engagement on new relevant trend, product, or event
- Assisting clients with social media campaigns and SEO generating serious improvements in site clicks
- Scheduling and adhering to strict deadline based content
- Troubleshooting and debugging front and back end of sites
- Raising awareness of content brands with email blasts, posters, and pamphlets

IT/Lab Associate, Westwood Dermatology   Westwood, New Jersey   2016-2018
- Built the company website and logo prototypes using Bootstrap, HTML, CSS, JavaScript, WordPress, PHP, Adobe, and Facebook
- Designed content based on research for the company's target market
- Processed clinical specimens using Laboratory Internal Systems (LIS)
- Integrated and maintained LIS into the practice for higher efficiency
- Multitasked lab and IT duties efficiently in a fast-paced work environment
- Maintained robotic laboratory equipment
- Organized and completed all necessary documentation per CLIA regulations

Internship, Morris/Weber Advertising   Clifton, New Jersey   2013-2014
- Researched graphics to help support client presentations and initial web site development
- Participated in key client meetings and presentations
- QA tested web sites on Joomla and Dreamweaver and provided recommendations for potential changes
- Edited advertisements and customer facing marketing collateral
- Worked on a team of designers to complete projects in Adobe Suite for international clientele
- Learned about different solutions to problem solve for specific instances

Other Work History:

Stage Hand, Campus Entertainment Network   Bristol, Rhode Island   2012-2014
- Managed setting up stage equipment for school functions
- Managed workload to effectively and efficiently complete required tasks
- Worked as part of a team with specific time constraints in a high pressure deadline driven environment
- Security and safety officer during special campus events
- Brought down equipment after school functions and organized the storage of the equipment

Part Time Laborer, MAD Maintenance   Ramsey, New Jersey   2009-2014
- Perform general maintenance jobs, including painting, power washing, landscaping and general repairs.
- Managed small team of two individuals to perform tasks
- Performed office duty roles involving invoicing and work orders
- Completed scheduled tasks in timely fashion
- Organized safety checks per OSHA regulations

Activities:
- Community service opportunities   2012-present
- Web Marketing Development Group   2012-2014
- Lead Programmer Roger Williams Web Development Team   2012-2014

References Upon Request