

## ANDREW JOHN BERTINO

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## PROFESSIONAL EXPERIENCE

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### **Real Estate Data Services/Commercial Print & Copy** ↗ Tallahassee, FL

*Webmaster* ↗ August 2008 – June 2010

*Data Entry Clerk* ↗ September 2005 – June 2010

- Created, updated, and maintained a city spending website for a Mayoral campaign.
- Developed and maintained a PHP based Personalized URL marketing system.
- Sorted, cleaned and prepared home property sales and listings data for Real Estate Data Service's main product, the Real Estate Report card.
- Heavy usage of Microsoft Excel including custom created macros and pivot tables.
- Fixed various computers, printers and other technical problems for the offices.

### **The Florida State University College of Information** ↗ Tallahassee, FL

*STARS Alliance Administrative Assistant* ↗ September 2007 – August 2008

- Updated and maintained the organization's website: <http://starsalliance.fsu.edu>.
- Created and worked with PHP forms.
- Reorganized and updated a MySQL database.
- Worked in a team environment and assisted leaders and members.

### **Children's Campaign, Inc.** ↗ Tallahassee, FL

*Webmaster* ↗ May 2008 – August 2008

- Developed and implemented a new website design: <http://www.iamforkids.org>.
- Installed and maintained a WordPress blog installation.
- Updated and transferred content pages.
- Documented new processes and procedures.

### **The Florida State University College of Information** ↗ Tallahassee, FL

*Center for Health Informatics Webmaster* ↗ May 2008 – August 2008

- Customized one of the College's templates to develop a new website: <http://hit.ci.fsu.edu>.
- Created and managed content.
- Conducted pilot tests on the website.

## EDUCATION

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### **Florida State University** ↗ Tallahassee, FL

*Bachelors of Science, Information Technology*

**Graduated:** August 2008, Magna Cum Laude ↗ **GPA:** 3.97/4.0

### **Tallahassee Community College** ↗ Tallahassee, FL

*Associates in Arts Degree*

**Graduated:** December 2006 ↗ **GPA:** 3.85/4.0

## TECHNICAL PROFICIENCIES

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**Platforms:** Windows 9x/2000/XP/Vista, Mac OS X.

**Languages:** HTML, XHTML, CSS, PHP, familiar with MySQL.

**Software:** Adobe Dreamweaver, Adobe Photoshop, Microsoft Word, Excel, Access, and PowerPoint, WordPress, FileZilla, phpMyAdmin, Notepad++, Camtasia Studio.

**Usability:** Low & high fidelity prototyping, heuristic evaluations, usability tests.