

Lindsay Corrao

De Pere, WI • lindsaycorrao@yahoo.com

SUMMARY OF QUALIFICATIONS

- Provides quality customer service, fulfilling customer requests by utilizing active listening and effective communication skills
- Comfortable designing, implementing and maintaining web applications and websites
- Proficient in WordPress, Visual Studio Code (CSS, HTML, PHP), Pixlr/Photoshop, Microsoft Suite
- Excellent written and verbal communication, ability to work independently and in a team environment
- Strong time management skills, high attention to detail, ability to think critically and effectively solve problems

EDUCATION

Northeast Wisconsin Technical College, Green Bay, WI

Expected Graduation: May 2024

IT Web Development, Associate Degree

Relevant Coursework: Website Coding, Graphic Design, Database Development, PHP, JavaScript, Programming in C#, Web Programming SQL, ASP.NET, Web Content Management & Design, Photoshop

PROGRAMMING EXPERIENCE

- Created PHP server-side home page with links to corresponding assignments
- Designed and coded a site for classes, created a home page and separate pages for the individual assignments for the course

WEB DEVELOPMENT EXPERIENCE

Website Editor Intern

May 2023 – August 2023

Vortala – Remote

- Created web pages and blog posts to complement the client's website design and comply with the company's best practices, using WordPress
- Utilized Photoshop to manipulate and optimize images
- Managed personal queue and communicated case status to team members through Salesforce
- Completed client requests accurately and met project deadlines
- During a four-month internship, finished over 300 client cases – 120+ blog posts, 20+ new pages and 150+ testimonials

Web Content Specialist (temporary assignment)

April 2023 – September 2023

Cellcom, Green Bay, WI

- Used Drupal, transferred content from 1000+ pages from an old website to a new website, formatting each page
- Completed project prior to deadline, excellent time management
- Completed additional web projects for the new website, accessory, and device pages

ADDITIONAL WORK EXPERIENCE

Customer Service Specialist

February 2024 – present

Buds 'n Bloom, De Pere, WI

- Provide exceptional customer service, complete deliveries, prep and process flowers

Grocery Retail Employee

March 2019 – May 2023

Kroger Pick n Save, Bellevue, WI

- Responsible for gathering products in a timely and efficient manner
- Managed customer payment and providing fast, efficient, and friendly service