

Stephanie Lee

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Education

Marquette University

B.S. Business Administration

Majors: Information Technology & Marketing / **Minor:** Advertising

Milwaukee, WI

May 2008

GPA 3.2/4.0

Computer Skills

Operating Systems

- Mac OS
- Windows OS

Applications

- Microsoft Access
- Microsoft Project
- Microsoft VB.Net
- Microsoft Visio
- Adobe Dreamweaver
- Adobe InDesign
- Adobe Photoshop
- Medlin Accounting
- FileMaker Pro
- iLife

Programming Languages

- PHP
- XHTML
- CSS
- SQL

Work Experience

NBC Universal, Inc.

Information Management Leadership Program (IMLP) Associate

- Two-year IT rotational program through all of the functional areas of NBC Universal
- **First Rotation (August 6, 2008 to February 6, 2009):**
 - Standardized the way our team manages our 16 applications. Ensured team can continue to take on support of additional applications while keeping costs flat, and is able to avoid costs of \$100,000 in 2009, by concentrating efforts in supporting break/fix work and not hiring additional contractors
 - Learned how to manage a portfolio of applications that serve over 2,500 global clients

Los Angeles, CA

06/08-present

Finn Digital, Inc.

Web and Interactive Development Intern

- Installed LimeSurvey on an Ubuntu (Linux) OS with Apache server
- Implemented custom CSS into KickApps website

Milwaukee, WI

03/08-06/08

Apple, Inc.

Marquette University Apple Campus Representative

- Established and maintain relationships with departments, faculty, student organizations and students
- Held presentations and demonstrations of Apple's computing solutions for large audience settings at freshman orientation, which exposed the brand to over 1,000 students and parents per event

Milwaukee, WI

03/05-12/07

GE Healthcare

IT Web Developer Intern

- Developed intranet website for all employees to access travel advisories, emergency plans, and badging issues
- Generated over 65 new pages to the site, and successfully retired 3 out of date websites

Waukesha, WI

06/07-08/07

Ascedia, Inc.

Web Application Developer Intern

- Designed and produced database-driven web application request forms, and coded the back end of the forms to update a Microsoft SQL database
- Implemented effective ways to drive traffic to websites, incorporated the design principles, and conducted usability analyses

Milwaukee, WI

02/07-05/07

Honors

Marquette University IT Leadership Award

- Nominated by IT faculty for my contributions to the Information Technology Student Organization

May, 2007

Leadership Experience

Richfield Lions Club

Active Member and Webmaster

- Created and currently maintain their website, involved with community service activities, planned and executed fundraisers

06/04-present

Business Marketing Association

Active Member

- Attended monthly meetings to network, learn more about B2B marketing, and about Marketing across a diverse breadth of businesses

02/05-present