

Mirona Constantinescu

Technology | Economics | Culture

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Profile

Information Services professional proficient in software development and design including: HTML, CSS, and Javascript. Working knowledge of ASP.NET, C#. Working knowledge SQL Server maintenance and databases. Skilled in content management and marketing, business systems analysis, search engine marketing, and business intelligence

Relevant Experience

Front End/SharePoint Developer

UC San Diego

2012-Present

- Technical knowledge: Custom HTML5, CSS3, Javascript/JQuery/ASP.NET. Working knowledge: C#, .NET
- Developed websites use SharePoint Designer and Adobe Dreamweaver in SharePoint 2013.
- Experienced in modifying web pages in SharePoint 2007, 2010, and 2013.
- Oversee organization, implementation, design, performance, and integration of UCSD Pediatrics Website. Create designs for all department websites using HTML5, CSS3, UI/UX, with knowledge of responsive design, usability, web standards, and accessibility.
- Responsible for all technical aspects of website organization and programming. Develop, maintain, and implement ongoing enhancements to websites, including website forms and data collection. Research, analyze results, and make recommendations on emerging web trends, cost-effective ways to implement them, and the best practices to promote their effective use. Implement web strategies, goals, functionality, aesthetics, and available tools and resources in collaboration with web analytics, internal marketing, and communication goals.
- Prepare project plans for development and implementation including accurate time estimates and resources. Re-evaluate the appropriateness and usability of web applications and tools as new needs and technologies emerge.
- Implement special pages for websites that may require custom programming, as needed.
- Create, deploy, update, modify, and maintain advanced HTML5 markup templates used by the content management system to build dynamic web pages by retrieving data from a database. Create, deploy, update, modify, and maintain JavaScript to dynamically collect, load or process data and to enhance user experience

SharePoint Server Administrator

UC San Diego

2012-Present

- Manage and check the overall server health and functionality, monitor SharePoint disk space usage through the built-in SharePoint reports for each site collection, Manage SharePoint permissions, Analyze SharePoint usage and activity, Move/copy sites, Support network load balance needs,
- Regular review of the events and messages reported in Event Viewer and Performance Monitor
- Regular review, clean-up, management and configuration of SharePoint accounts and sites, Regularly analyze SharePoint content and storage, monitor SharePoint trends (e.g. site usage and growth, disk space usage and growth), Check for SharePoint patches and cumulative updates, Install web parts, perform backup and

Skills

Professional

leadership, entrepreneurship, business analysis, systems thinking, team work, emotional intelligence, critical thinking, strategic planning, marketing

Programming Languages

HTML	7 years
Content Management	7 years
CSS	5 years
SharePoint	2 years
JavaScript/ASP.NET	2 years
Server Administration	2 years
.NET	1 year
C#	1 year

Software

Adobe Suite, Microsoft Office, SharePoint, Ingeniux, Wordpress, HelpStar (helpdesk software), Active Directory, remote desktop connection, Bomgar, VMWare, Filezilla, Virtual Clone Drive, 2X, STATA,

Languages

Spanish	Professional proficiency (court translator)
Romanian	Native/Bilingual proficiency
English	Full proficiency

Education

University of California Los Angeles (UCLA)

Development Economics B.A. - 2009
3.8 GPA

Honors & Awards

Scholarship Recognition Award
Undergraduate Research Scholars Program
A & R Miller Scholarship
Golden Key Honor Society

Community Service

Institute for New Economic Thinking
Regional Organizer - Southern California

TEDx America's Finest City
TEDx Ambassador

- restore functions, create sites and lists, manage server services
- Windows operating system and hardware – Basic administration of a server include service packs and hot fixes
- General knowledge of networking – IP, DNS, Load Balance as well as the concepts of Availability, Scalability, and Maintainability. Basic understanding of firewalls, encryption and security zones
- Internet Information Server (IIS) and the basic operation of websites, Application Pools, IIS Administration, Ports, SSL Certifications (security certificates and wildcard certificates)
- Microsoft SQL Server - Basic operation, backup and recovery
- SharePoint working knowledge of Central Administration, STSADM, and PowerShell administration modules. SharePoint Event Log troubleshooting, search administration and troubleshooting, concepts of a farm and the planning and implementation of Service Packs and Cumulative Updates
- SharePoint 2007, 2010, and 2013 Server administration and maintenance
- Debugging skills and techniques for each of these areas identified above – troubleshooting issues can occur within or across one-to-many of these areas.

Content Strategist & Graphic Designer

UC San Diego

2012-Present

- High impact content strategy for UCSD Pediatrics Department with 21 Divisions, 176 faculty, and 300 staff employees. Over 50 million generated from research activities and 100 websites, 1400 pages.
- Web Development: JavaScript, CSS, and HTML, communication principles, organization, and tactics.
- Web Content: Interviewing, reporting, and writing articles and developing written content for the web
- Translational Research Informatics application to web development, design, and content strategy
- Develop and maintain web reporting systems. Collect and analyze information from websites using specialized data collection programs. Collect and maintain web statistics and analysis.
- Use search engine optimization (SEO) principles to evaluate and modify web pages.

Business Systems Analyst

UC San Diego

2012-Present

- Demonstrated ability to analyze information, situations, problems, policies and procedures; separate problems from symptoms; identify potential solutions; apply solutions and formulate logical and objective conclusions from data and observations; communicate conclusions to a variety of personnel at various levels.
- Demonstrated ability to assess procedures and define requirements for technical systems that streamline business process and result in productivity improvement.
- Experience in written and verbal communication that convey complex or technical content into understandable terms
- Demonstrated ability to organize workload and manage priorities; manage multiple projects simultaneously; be flexible to respond in stressful situations and unexpected job demands with frequent interruptions and minimal supervision.
- Adept in ability to learn quickly, apply creativity, understand complex processes and procedures, prioritize workload, set and meet deadlines, and perform well with a minimum of direct supervision.
- Ability to maintain accuracy and focus with attention to detail in fast-paced environment with constantly changing priorities.
- Excellent interpersonal skills including tact, diplomacy, flexibility and skills in dealing with politically sensitive situations.

Jr. Web Developer

UC Los Angeles

2008-2009

- Improved and maintained UCLA Anderson's 'Student Voice' and 'MBA Insider' Blogs social media optimization and design.
- Coded pages on UCLA 'Student Voice' Blog
- Use of Ingeniux Content Management System to upload HTML changes to calendar system and general design tweaks