KEVIN R TROTTIER

Lynnwood, WA 98036

OBJECTIVE | Web Applications Developer for developer position applying my skillset, while contributing to a company's growth in an expanding marketplace.

SKILLS & ABILITIES | Skilled in many contemporary web technologies such as HTML, CSS, JavaScript, SQL and relational database principles.

Continued learner in SEO best practices, web analytics, and CMS.

Effective in self-management, work task prioritization, meeting deadlines and ensuring quality control of personal workloads, independently or as a team-member.

Five-plus years of experience providing customer service/support, internally and externally in diverse working environments.

TECHNICAL SKILLS | HTML5 / CSS3 / JavaScript / jQuery / SEO / WordPress / Google Analytics / SQL / MySQL Workbench / Java / VB.Net / Notepad++ / Sublime / WAMP / PHP / InDesign

EXPERIENCE | **WEB / SEO INTERN** ITALY4REAL/TRAVEL4REAL, EVERETT, WA
3/2016-PRESENT
Created and managed web content including blogs, tour packages, travel information, images, and a customer satisfaction survey using WordPress.
Performed Google Analytics analysis and maximized SEO for all website pages.

LEGAL BILLING SPECIALIST WILLIAMS KASTNER, SEATTLE, WA
2/2013-6/2014
Performed comprehensive billing practices and procedures full-time for several senior attorneys and support staff at a large corporate defense law firm consisting of multiple practice groups.
Processed 300-350 bills worth $300K-$400K, on a monthly cycle from prebill preparation, reviewing, editing, finalization, and invoicing and posting before months-end.
Utilized time management and billing software system: Aderant Expert to perform billing procedures.

INFORMATION SYSTEMS ASSISTANT WILLIAMS KASTNER, SEATTLE, WA
2/2011-2/2013
Managed vendor business accounts, processed incoming mail/invoices, handle bookkeeping, inventory and ordering of services/supplies of all technology-related vendors.
Coordinated check-out systems for firm technology/devices and ensured proper user training for several hundred end-users.
Organized PC/peripheral set-ups/removal for employee turnover.
Managed firm accounts for cell phone providers such as Verizon, AT&T, Sprint and T-Mobile.

EDUCATION | **EDMONDS COMMUNITY COLLEGE**, LYNNWOOD, WA
A.T.A. IN WEB APPLICATIONS DEVELOPMENT, FALL 2014 TO PRESENT
DESKTOP SUPPORT CERTIFICATE, WILL FINISH SUMMER 2016
3.90 GPA, DEAN'S LIST FOR SIX QUARTERS

UNIVERSITY OF WASHINGTON, SEATTLE, WA
B.A. IN ANTHROPOLOGY, DECEMBER 2008

CODE FELLOWS, SEATTLE, WA
WEB DEVELOPMENT AND COMPUTER SCIENCE BOOT CAMP, AUGUST 2014