

Tracina Velandar

Website Administrator

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📍 1234 Elm Street, Indianapolis, IN 46225

EDUCATION

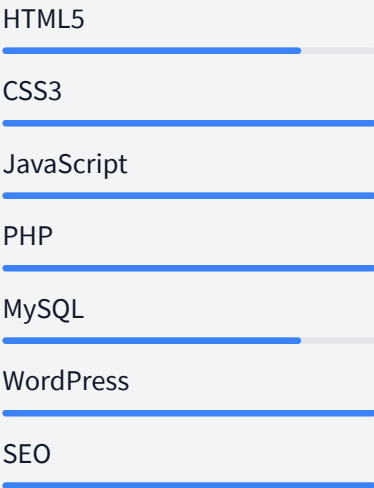
Bachelor of Science in Web Development and Administration at Indiana University Bloomington, IN
Aug 2018 - May 2022

Relevant Coursework: Web Programming, Database Management, Information Architecture, Web Design, Mobile App Development, Cloud Computing, UX/UI Design, Network Security, System Administration, and Project Management.

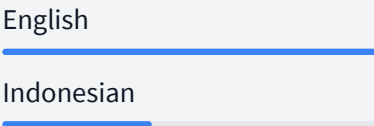
LINKS

[linkedin.com/in/tracinavelander](https://www.linkedin.com/in/tracinavelander)

SKILLS



LANGUAGES



HOBBIES

PROFILE

Dedicated Website Administrator with 1 year of experience in managing and maintaining websites, ensuring optimal performance and user satisfaction. Proficient in content management systems, website analytics, and troubleshooting issues. Demonstrates strong attention to detail, problem-solving skills, and a commitment to delivering an exceptional online experience. Eager to contribute and continue growing in the field of website administration.

EMPLOYMENT HISTORY

Website Administrator at Indiana Web Solutions, IN

May 2023 - Present

- Successfully increased website traffic by 35% within six months through the implementation of effective SEO strategies and regular content updates at Indiana Web Solutions, IN.
- Streamlined the website management process by creating and implementing a new CMS system, reducing the time spent on content updates by 20% for the team at Indiana Web Solutions, IN.
- Improved website load times by 40% through optimizing images, code, and implementing caching solutions, resulting in enhanced user experience and higher conversion rates at Indiana Web Solutions, IN.
- Played a pivotal role in increasing online sales by 25% within a year by collaborating with the marketing team to create targeted campaigns and improving the overall website design and functionality at Indiana Web Solutions, IN.

Junior Website Administrator at Star Web Administrators, IN

Jul 2022 - Apr 2023

- Successfully increased website traffic by 35% within six months through the implementation of effective SEO strategies and performance optimization techniques for Star Web Administrators' clients.
- Streamlined the website update process, reducing the average time taken for content updates by 40% and improving overall client satisfaction rate by 20% for Star Web Administrators.
- Implemented robust security measures that led to a 50% reduction in hacking attempts and security breaches on client websites, resulting in increased trust and confidence from clients at Star Web Administrators.

CERTIFICATES

Certified Web Administrator (CWA)

May 2022

GIAC Certified Web Application Defender (GWEB)

Mar 2021

MEMBERSHIPS