

Monica D. Doctor

Columbia, South Carolina

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SUMMARY

To obtain a position where my skills and work experience can be utilized for service, advancement and growth.

COMPUTER SKILLS

Languages

- HTML5, CSS (3), JavaScript / jQuery
- Familiar With: Java, JSON

Web Tools

- Visual Studio, Dreamweaver, Photoshop, FTP Clients

Open Source

- Familiar With: GitHub

Application Software

- Microsoft Office (Word, Excel, PowerPoint)

Operating System

- Platforms: Mac OS X , Microsoft Windows®

PROFESSIONAL SKILLS

- Ability to work independently and cooperatively with others in a multitask setting
- Keen sense of detail and adapts easily to changes
- Willingness to learn
- Exceptional listener and communicator who can effectively convey information verbally and written

EXPERIENCE

Personal Projects

Present

Southern Smiles

- Primary responsibilities include design and development of website.
- Created website utilizing HTML5, CSS, and Bootstrap

Bethany A.M.E. Church

- Primary responsibilities include design and development of website.
- Created the website utilizing HTML5, CSS, jQuery and Responsive Design.

Monica D. Doctor | Portfolio

- Created my portfolio utilizing HTML5, CSS, jQuery and Responsive Design.

Radiopharmaceutical Lead Technician

Feb. 2008 – Jan. 2014

Cardinal Health – Charlotte, North Carolina

- Compounded and dispensed radiopharmaceuticals used to diagnose various medical conditions such as cancer and Alzheimer's disease
- Created work orders, labeling, requested materials, and material check-ins using SAP

Quality Control Chemist

May 2003 – June 2007

Leiner Health Products – Fort Mill, South Carolina

- Performed a range of chemical analysis on over-the-counter drugs using the HPLC system
- Prepared mobile phases, diluents, and solutions for HPLC system
- Maintained and reviewed, individual as well as team documentation
- Assisted in the training of other chemists and technicians

EDUCATION

Midlands Technical College

May 2014 – July 2014

Columbia, South Carolina

- Front-End Web Developer Certificate

University of North Carolina at Charlotte

August 1998 – May 2002

Charlotte, North Carolina

- Bachelors of Science, Chemistry