**Scott Bilas**

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**Education:** Graduated with a Bachelor of Science in Business Administration with specialization in Management Information Systems and a minor in Computer Science from Bowling Green State University in December 2010.

Course concentration in Database Management, Network Administration, Web Design/Development, and Computer Science.

**Experience:** Freelance Web Developer, January 2009 – Present

* Using valid XHTML, PHP, and CSS, designed and developed:
* SWBilas.com
* HotLikeSauce.com
* TheBilasGroup.com
* ReconsiderEverything311.com
* JimACoyne.com

 Painter, Student Painters, May - August 2008 & May 2009

* Utilized time management skills to ensure services were completed in a timely and efficient fashion.
* Employed interpersonal communication skills in determining the customer’s wants, needs, and preferences.
* Demonstrated strong communication skills and team work in order to efficiently distribute tasks and jobs among the painting crew.
* Applied continuous improvement mindset to increase personal and team productivity

 Packager, Aluminum Line Products Company, May - August 2007

* Determined the material to be used for packaging as well as the best method to ensure safe and undamaged material is delivered to each customer.
* Operated pneumatic tools in order to package each shipment correctly.
* Incorporated organizational skills in determining the order to package shipments allowing for orders to be delivered on time.
* Received promotion to Packaging Manager after one month which added the responsibility of overseeing three other members in the packaging area of the production plant.

**Skills:** Proficient with:

Microsoft Office Suite, Adobe DreamWeaver CS4, Adobe PhotoShop CS4, Wordpress

XHTML, CSS, C++, MySQL, PHP, and Java

**References:** Available upon request.