SHAVINI FERNANDO

shavini@gmail.com • linkedin.com/in/shavinifernando

PROJECT MANAGER & WEB DEVELOPER

571-212-7526 • Alrlington, VA 22209

Client-focused, innovative executive with extensive project management and web development experience within highly competitive markets. Analytical professional skilled in successfully navigating corporations through periods of accelerated growth through cutting-edge web applications and team leadership. Collaborative communicator continually focused on building relationships and promoting synergy across business lines to drive positive change, cohesive, comprehensive business and technical approaches, and enhanced profitability.

- ✓ Strategic Planning & Forecasting
- ✓ Database Design & Development
- ✓ Website & Network Maintenance

- ✓ Team Leadership & Collaboration
- ✓ Relationship Building
- ✓ Social Media Marketing

- ✓ Risk & Issue Resolution
- ✓ SEO Coding
- ✓ Requirements & Documentation

Technical Skills: Windows, Ubuntu, IOS, Jscript, JavaScript, PHP, VB Script, Oracle, MySQL, Java, C, C++, C# Visual Basic, HTML5, XML, CSS, jQuery, Ajax, Unity, Adobe CC Illustrator, Photoshop, InDesign, Premier, Cisco, MS Office Suite

EXPERIENCE & NOTABLE CONTRIBUTIONS

GEORGETOWN UNIVERSITY, THE MAKER HUB, LAUINGER LIBRARY
• Washington, DC • January 2018 – Current

Operations Coordinator: Oversee day-to-day operations of the Maker Hub. On-boarding and training new staff and volunteers. Coordinating activities of staff and volunteers, maintaining inventory of consumable supplies, re-ordering as needed. Promoting the values of the Maker Hub: Safety, helping others, inclusion, experimentation, and innovation. Sharing Maker Hub stories by posting images, videos and text on our social media channels (Facebook, Instagram, and Twitter). Encouraging our community members to do the same. Learning new tools and techniques for making, creating documentation and teaching others.

GEORGETOWN GRADUATE SCHOOL OF ARTS AND SCIENCES, DEAN'S OFFICE
• Washington, DC • October 2017 – Current

Web and Marketing Assistant: Responsible for re-designing the graduate school of arts and sciences and New Graduate school programs websites to create a more visually appealing and user-friendly experience. Working in Liaise with Georgetown UIS to make sure the sites are aligned with the accessibility and SEO requirements and the GU Standards. Creating artwork for the new program websites. Capturing photographs of faculties and students Creating a Photograph Library for the Graduate school of arts and sciences to be used in website and social media marketing. URL: aging.georgetown.edu, epidemiology.georgetown.edu

GEORGETOWN UNIVERSITY DATA SCIENCE DEPT.
• Washington, DC • August 2017 – November 2017

Web Design Specialist Responsible for Redesigning the faculty website to create a more visually appealing and user-friendly experience, in Liaise with Georgetown UIS to make sure the site is aligned with the accessibility and SEO requirements and the GU Standards. URL : analytics.georgetown.edu

KEY ACCOMPLISHMENTS:
- Created new artwork to make the website visually appealing and would give an overall idea on what the program is about.
- Took required photographs of the school and the data analytics students and classes and to support website content.

CENTER FOR LANGUAGE EDUCATION AND DEVELOPMENT, GEORGETOWN UNIVERSITY
• Washington, DC • April 2017 –July 2017

RECRUITMENT OFFICER, EHLS PROGRAM

Responsible for marketing and recruiting applicants for the EHLS Scholarship program. Supporting the Recruitment Director in marketing the program online, in print, and in person. Managing and scheduling the marketing campaign

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on print media, online and over radio. Creating Advertisement artwork for vendors and social media. Creating and sending out Newsletters.

KEY ACCOMPLISHMENTS:

* The total number applications increased to 400 from 300 previous year.
* Negotiated prices with the old vendors and reduced the cost to get new advertising vendors in.

FREELANCE • Arlington, VA • January 2009 – Present

WEB DEVELOPER

Work closely with clients to develop detailed specification documents with clear project deliverables, consistently completing projects within robust timelines and constraints. Build and refine graphic website designs using Photoshop and Illustrator, and convert raw images and layouts to CSS themes. Produce project estimates, and determine appropriate architecture and technical solutions. Design and develop web sites using PHP, JavaScript, Ajax, HTML, and MySQL, including: lankaforum.org, bakehousekandy.com, savetheheart.org, andwalkwithshavi.com.

KEY ACCOMPLISHMENTS:

* Designed and developed web sites using PHP, JavaScript, Ajax, and HTML, and a database using MySQL, including: lankaforum.org, bakehousekandy.com, savetheheart.org, and walkwithshavi.com.
* Implemented an e-commerce system for a real estate agency using UML and ER diagrams, programmed the front end in JSP and JAVA, and created the database using HSQLDB.

ICFAI EDUCATION LANKA • Kohuwela, Sri Lanka • February 2014 – October 2015

LECTURER

Delivered lectures for MBA students on professional communication, business writing, research, reporting, documentation, and presentation delivery.

HS COMMUNICATIONS, UK (VIA ICT SOLUTIONS) • Colombo, Sri Lanka • November 2013 – July 2015

SENIOR PROJECT MANAGER

Managed key institute-wide projects with large budgets and staff, consistently meeting timelines within project constraints and parameters. Oversaw communications with sponsors and stakeholders.

KEY ACCOMPLISHMENTS:

* Served as Project Manager for Sampath Bank's money transfer application; and a social media marketing campaign, SMS marketing application, and mobile application development project for National Lotteries Sri Lanka.
* Led the design, testing, planning, and implementation of multiple concurrent projects to meet department goals.
* Continuously improved project management toolkits and methodologies used across teams.
* Provided expertise and consulting on team building, group dynamics, and motivation.
* Managed numerous social media campaigns, including marketing content and artwork, and presented monthly performance and cost reports to key stakeholders.

AUSTRALIAN COLLEGE OF BUSINESS & TECHNOLOGY (VIA EDITH COWAN UNIVERSITY)
Colombo, Sri Lanka • June 2009 – November 2014

LECTURER & UNIT COORDINATOR – ACBT

Created and delivered lectures on professional communication, e-business, and management information systems for BSc and BBA students.Developed criteria, and graded exams, papers, presentations, and weekly assessments.

UNIVERSITY OF NEW SOUTH WALES • Sydney, Australia • January 2008 – July 2008

NETWORK ASSISTANT, UNIVERSITY IT NETWORKS DIVISION

Managed complex Netwiz diagrams for the University network, and addressed inquiries and faculty requests. Provided network connections, mapped patching matrices in preparation for upgrades, and installed switches per matrices.

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SINGAPORE INFORMATICS PVT. LTD. • Kandy, Sri Lanka • May 2006 – December 2006

LECTURER & STUDENT/PROGRAM COORDINATOR

Lectured Diploma and Advance Diploma Computer Studies candidates in mathematics, data structures, database management, system analysis, and design. Scheduled courses, and coordinated between fellow lecturers and students. Organized and conducted career consultations. Proactively identified and resolved student issues.

HELLOCORP BPO • Colombo, Sri Lanka • October 2005 – May 2006

CALL CENTER CONSULTANT

Provided customer support in the areas of: product bundling, terms and conditions, billing, and payment. Consistently achieved weekly and monthly inbound call targets on a personal and team level.

EDUCATION

Stanford Innovation and Entrepreneurship Certificate - Emphasis in Leadership
Stanford University | Expected June 2018

Master's in arts, Communication, Culture & Technology
Georgetown University | Expected Dec 2019

International MBA
EDITH COWAN UNIVERSITY | Perth, Australia | 2012 | *Golden Key Honors – Top 15% of Class*

Bachelor of Computer Science, Emphasis on Database Management & E-Commerce
UNIVERSITY OF PORTSMOUTH | Portsmouth, UK | 2006

References available upon request.