

Marek Arthur Blizinski

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OBJECTIVE

To be able to qualify for a position where I can effectively utilize my knowledge, skills, and values and as well as contribute to the overall growth and productivity of the organization.

EDUCATION

Lewis University, Romeoville, IL

Major: B.S. Computer Science (Focus in Cyber Security) & Minor: B.S. Mathematics

TECHNICAL SKILLS

Platforms: Windows, Linux

Programming Languages: Java, Python, HTML, PHP, C Language

Database Systems: MySQL

Applications: Microsoft Office (Word, Excel, PowerPoint, Publisher, Access)

Other: Basic networking skills including Cisco router set-up/maintenance

PROFESSIONAL EXPERIENCE

Christian Brother Services (CBS) – Romeoville, IL

08/2015 – Present

Design & Development Team Member- To assist the ITS Design & Development team with activities within the overall software development process while gaining job experience in field of study. Responsibilities include, but are not limited to the following:

- Design and develop custom applications as assigned using Lotus Notes, HTML, and CSS. Test and deploy custom applications in accordance with DD Coding Standards and CBS Security Policies following the Software Development Life Cycle (SDLC) process in CBS priority order. Communicate any barriers, delays, budget, or deadline concerns appropriately to Lotus Notes area Lead Developer
- Special Projects as assigned by DD Manager
- Complete required project documentation to track project progress, create allocations, and understand prior development. On a daily basis, update project statuses. On a weekly basis, enter project work log notes and enter time spent. Upon project completion, update or create documentation of technical processes so another developer is able to make future changes.
- Respond to production issues as they arise according to severity (defined in the Production Incidents process) to ensure they are resolved in a timely manner and customer communication meets expectations. Communicate barriers and delays to DD Manager and divisional Advocate

Omega Insurance Agency/IQ Tax Appeals

05/2014 – 05/2015

Helper- Set up seminars for IQ Tax Appeals, filed documents for the insurance agency, and called people to renew their policies (customer service)

LEADERSHIP

Retreat Leader of Catalyst – a social justice retreat

HONORS AND ACTIVITIES

Dean's List (2012, 2013, 2014)

Sigma Delta Fraternity (Historian)

Pep Band/Turbine Drumline

Ministry (Eucharist Minister, Greeter, Reader; Liturgical Coordinator)

Students for Life (President)

Altar Server at my local parish

ADDITIONAL SKILLS

Fluent in Polish

Excellent in working with other people