Bruce M. Stine

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Portfolio: **stine.dev**

EDUCATION

M.S.T. in Graphic Information Technology (focus in UI/UX)
Arizona State University, Expected Graduation: December 2024
GPA: 4.0 / Cumulative GPA: 4.17

B.A.S. in Graphic Information Technology (focus in UI/UX)
Arizona State University, Expected Graduation: December 2023
GPA: 4.0

A.A.S. in Web Development & Design
Harrisburg Area Community College, 2019 - May, 2021
GPA 3.9

EXPERIENCE

System Administrator   *March 2020 - Present*
URBN | Remote
- Manage and ensure the stability of the technology infrastructure across the URBN enterprise, encompassing servers, networks, applications, and events, to guarantee optimal performance and reliability.
- Provide expert guidance and consultation to internal stakeholders regarding their existing workflows, configurations, system upgrades, changes, enhancements, and ongoing system maintenance.
- Effectively administer user access rights across various organizational levels, including enterprise, by assigning them to designated security groups, ensuring authorized and seamless access to critical applications, software, and servers.
- Execute CL commands to manage user profiles, perform system backups and restores, monitor system resources, and schedule batch jobs.
- Provide comprehensive administrative support to users and teams, addressing inquiries, troubleshooting issues, and ensuring smooth system operations.
- Utilize Jira to create, track, and manage tasks, ensuring efficient task completion, timely progress updates, and seamless collaboration within teams.
- Utilize SQL queries and statements to manage user accounts, including creating, modifying, and maintaining user profiles, granting appropriate access privileges, and enforcing security protocols.
- Develop and execute SQL scripts and stored procedures to automate routine tasks, improving operational efficiency and reducing manual effort in managing user accounts.
- Leverage SQL expertise to effectively update and maintain order numbers, product prices, and inventory levels, ensuring accurate and up-to-date information for efficient sales and inventory management processes.
- Update, create, and design documents for current and new processes, ensuring clarity, consistency, and effectiveness in conveying information to stakeholders.

SKILLS

- Technologies: Semantic HTML, CSS3, JavaScript, React, Node.js, CMS Platforms, SEO, SQL
- Software: Adobe Creative Suite (Illustrator, XD, Photoshop), Microsoft Access, Excel, Keynote, PowerPoint, Figma, Visual Studio Code, Zoom, G-Suite (Google Docs, Google Sheets, Google Slides), Oracle SQL Developer, Jira, Active Directory
- Operating Systems: iOS, Android, macOS, Windows, IBM I
- Management: Project Management (Agile, Scrum), Team Leadership, Communication, Problem-solving, Decision-making, Time Management, Training and Mentoring, Conflict Resolution