

Vincent F Gunawan

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EDUCATION: Temple University, College of Science & Technology, Philadelphia, PA
Bachelor of Science, Graduation: December 2020
Major: Information Science & Technology
GPA: 3.30

Community College of Philadelphia, Philadelphia, PA
Associate of Science with Honors, Graduation: August 2017
Major: Computer Science
GPA: 3.36

TECHNICAL SKILLS:

- Bootstrap, HTML, CSS, MySQL, C#, Photoshop, Illustrator, Figma, Axure, JavaScript

TECHNICAL PROJECTS:

Temple University, Philadelphia, PA January 2020 – December 2020

Information Technology Capstone Project – Name Change Process

- Worked in a four-person project team in order to deliver a complete information solution for the Office of the University Registrar.
- Completed the analysis phase of the project by interviewing the clients, to understand and document their business requirements and system goals.
- Utilized an Object-Oriented Software Development Lifecycle (SDLC) approach which consist of Unified Modeling Language (UML) tools such as Activity Diagrams, Use Cases, User Stories, and Data models – to further review documents with the clients.
- Designed the user interface using responsive design techniques and following ADA compliance requirements.
- Followed an Agile Development Process which included multiple Sprints and weekly Scrum meetings with completed scrum reports each week.
- Developed Test Plans and executed system testing as a team and with the client.
- Prepared all final system documentation including User Manual and Operations procedures.

WORK EXPERIENCE:

GoTranscript, Web December 2016 – January 2020

Transcriptionist

- Ability to proofread and review various different types of audio files to transcribe.
- Following client's procedures and guidelines for intended requested document.
- Organized workflow according to deadlines and completed each project in a timely manner.

Philadelphia Praise Center, Philadelphia, PA

June 2016 - August 2016

Camp Director

- Managed up to 7 staff members and up to 30 children.
- Worked closely with Advisory team consist of Lead Pastor and Deacon.
- Developed effective written program plans, scheduled the programs for a four-weekday camp, which included games, arts and crafts, character building, bible lessons, and field trips.
- Extensive planning, organization and decision making.
- Responsible for scheduling, evaluating and supervising employees.
- Managed budget for cost of foods, field trips, etc.
- Coordinated safety programs, such as food safety and emergency first aid.