# MAIDA SHAFIQ

Retallack St, Regina, SK

+1 (639) 382 4751

maaaida@hotmail.com

https://portfolio.mshafiq.ca

**Technical Web Developer | UI/UX Designer | Administrator | Coordinator**

## PROFILE

- Over 3 years of experience in Web Development and Design
- Master's Degree in Computer Science
- Certificate in Technical web Development / Design from BCIT
- Responsible for Designing, Coding, and Implementing websites and Theme development.
- Experience working with graphics and other designers to determine the website's layout
- Integrate graphics, audio, and video into the website
- Monitor website traffic using Google Analytics and SEO
- Create interactivity using JavaScript/jQuery and Server side with PHP.
- Discuss clients' requirements and propose solutions
- Decide the best creative technologies and languages for the project
- Research and implement new technologies, frameworks, and languages
- Fix bugs in existing projects, testing new features to ensure they perform the correct task in all cases
- Test and write code using: Sublime Text, Visual Studio & GIT.

## TECHNICAL SKILLS

- HTML5/CSS3
- jQuery/JavaScript
- PHP
- Sublime Text

- WordPress
- Bootstrap
- Photoshop
- SQL

- UI/UX Design – Adobe XD
- Balsamiq Mock-ups
- Woo Commerce
- GIT

## OTHER SKILLS

- Verbal and written Communication
- Phone Etiquette
- Research & analysis
- Customer Service

- Equipment Handling
- Typing 50wpm
- Organization and Planning
- Filling / Paper Management

- Documentation
- MS Office Suite
- Prioritization & problem-solving
- Detail Oriented

## EMPLOYMENT HISTORY

| Feb 2022 – Mar 2023 **Information Management Coordinator** SaskEnergy, Regina, SK | <ul><li>Check and Provide record assessment for Physical records utilizing corporate policy and compliance requirements.</li><li>Retrieve active and inactive boxes of records from storage.</li><li>Review and prepare existing boxes of records for indexing, classification, cataloging, and organizing.</li></ul> |
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- Preparing electronic and physical records for disposal requests and records for long-term offsite storage.
- Manage digitalization of physical records and validate the quality of the scan.

**May 2021 – Feb 2022**
**Shift Controller**
Evraz Steel, Regina, SK

- Identified issues, analyzed information, and provided solutions to problems.
- Initiated onsite safety program and properly trained team members to decrease injuries.
- Collaborated with management and fellow supervisors to organize operations and achieve demanding schedule targets.
- Recognized, documented, and advised on the removal of hazards.
- Responded to any emergencies as instructed and with utmost efficiency.

**Dec 2020 – May 2021**
**Service Desk Analyst**
eHealth, Regina, SK

- Ensued user queries or issues were captured, validated, and triaged for further processing.
- Ensured that various type of information was communicated to users through the appropriate channel(s)
- Kept the processes through analysis, reviews, and reporting, as well as through automation, competence building, knowledge sharing, and other organizational changes.

**Sep 2018 – Present**
**Web Developer & UX/UI Designer**
**MS-Dev Studios**
As Freelancer

- Website creation and implementation of special features to achieve functionality outlined in project design.
- Created error-free code in HTML, Java, and PHP. WordPress Theme development according to the client's requirement and design.
- Validated the structure, security, and compliance of website code.
- Provided ongoing efficiency and security maintenance and patching on the website interface to maintain viability after launch.

## EDUCATION & TRAINING

**Technical Web Design & Development (Certificate) - BCIT**                     2016

**Diploma of Business Management -** SCBIT, Sydney, Australia                     2012-2013

**Advance Diploma of IT - AICL,** Sydney, Australia                     2009 – 2012

**Master of Science (MSc) - Preston University,** Pakistan                     1998 – 2000

REFERENCES WILL BE AVAILABLE UPON REQUEST