

Sean R.Gajewski

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www.sgajewski.com

Professional Profile

Detailed oriented, multitasked, eager willingness to learn. Strong communication, phone, management and organizational skills; clear speaking voice; very personable and extremely determined.

Education

Current: Hofstra Law School (Fall 2009 – Spring 2012)

Seeking to obtain a professional law degree, Juris Doctorate (J.D.)

Past: Hofstra University, Uniondale, NY

Dual Degree in Business Computer Information Systems (IT) & Business Management (6/2008)

Southampton College, Southampton, NY (2004-2005)

Bellport Senior High School, Brookhaven, NY (2000-2004)

Employment History

Schoolwide, Inc., East Patchogue, NY

1/2009 – Present

Lead Web Developer

- Control and maintain all of Schoolwide's internet related projects including: Teacherwide.com, Schoolwide.com, SchoolwideBlog.com, SchoolwideFundamentals.com, and SchoolwideNetwork.com
- Program and Develop new features for both the ecommerce sites and static web pages
- Fix and maintain bugs associated with any of the sites
- Design and manage graphical work related to the websites.
- Communicate with consultants regarding different aspects of the websites

MAYER, ROSS & HAGAN, PC, East Patchogue, NY

6/2008 – 11/2008

Paralegal

- Conduct investigations, statistical and documentary research regarding clients cases.
- Draft legal documents, correspondence and pleadings.
- Manage calendar in Lexus Nexus and chart important deadlines that must be met.
- Communicating to both clients and courts regarding cases including letters, phone calls and emails.
- Managed both active and archived files for the firm.

HOFSTRA UNIVERSITY, Hempstead, NY

2/2008 - 6/2008

Student Aide

- Helped students during lab hours in their Introduction to Information Technology class.
- Conducted a tutorial in front of the class on the basics of excel and the its functions.
- Monitored students during tests and collected all assignments at the end of class.

WELCOME HOME., Bellport, NY

6/2005 – 11/2007

Assistant Manager

- Provide Customer Service and resolve complaints.
- Stocking shelves, Cashier.
- Responsible for closing, opening, and creating bank deposits.
- Managed inventory and shipments.

Honors/Accomplishments

- Awarded \$35,000 per year Scholarship to attend Hofstra Law School, due to Academic Achievements
- Dean's List status all throughout college
- Played on Southampton's Lacrosse team during the Spring 2005 season
- A member of Athletes Helping Others during High school.
- A member of Who's Who Among American Students for several years.
- A member of Varsity football and Lacrosse, where I was awarded several awards during the course of the years I participated.
- Have designed several websites, a sample can be seen at www.sgajewski.com

Computer Skills

Extremely Proficient In:

Adobe Photoshop CS, CS 2, & CS 3
PHP Coding
Macromedia (Adobe) Dreamweaver CS3
CSS Coding
Adobe Image Ready CS, CS 2, & CS 3
HTML Coding
Adobe Acrobat Professional 8
Microsoft Powerpoint, 2003, 2007

Microsoft Word XP, 2003, & 2007
Microsoft Excel XP, 2003, & 2007
TCP/IP Networking
Audicity
Scansoft OmniPage Professional 16
Lexus Nexus
AccPac (Accounting Software)
Urchin Software (From Google) Web Statistics

Proficient In:

Novell Netware 6.5
Microsoft Windows Server 2003
Adobe Premiere Professional 1.5
Macromedia Fireworks MX 2004
Visual Basic Programming

Microsoft Access
Macromedia (Adobe) Flash CS3
Java Coding
MySQL Databases
Debian / CentOS Linux Servers

References and letters of recommendation available upon request. Also check out my resume site at WW.SGAJEWSKI.COM for more information.