

Eric C. Rosete

3477 Oleander Avenue • Alameda, CA 94502 • Phone: (510) 507-0142 • E-Mail: ec_rosete@yahoo.com • Website: www.ericrosete.com

Experience

Freelance Front-End Web Developer
Alameda, CA

12/2008 to Present

- Assists small businesses, individuals, and organizations looking to establish a website and an online presence. Translates PSD design documents into hand-coded, valid XHTML and CSS or WordPress theme.
- Consults clients on web services (WordPress, Twitter/Tumblr, APIs) and SEO that may enhance their service.
- Employs the latest technologies, such as structured and semantic XHTML and CSS, while ensuring compliance with W3C guidelines. Cross browser compatibility tested on Windows, Mac and Linux platforms and across all major browsers.
- Technical highlights all self taught over the past 8 years: HTML, CSS, XML, JavaScript (jQuery), PHP, MySQL, WordPress, Adobe Photoshop, Adobe Illustrator, Microsoft Office Suite, *AMP Server stack.

Property Manager, 1542 Sixth Street
Alameda, CA

8/2005 to Part Time

- Responsible for managing 4-plex privately owned apartment building. Coordinated receipt of rental payments and accounts payable vital to operation of rental property. Deal with tenants regarding complaints, repairs, rental payments, and lease issues. Research local rental market; bring available rental units to market, process and review applications and rental applications. Study relevant tenant and landowner law. Successfully represented property owners in legal issues in 2008.
- Perform basic repairs and maintenance on property and individual units. Anticipate issues and schedule maintenance and renovations with responsibility to oversee contractors.

Operations Manager, South Shore Convalescent Hospital
Alameda, CA

8/2005 to 12/2008

- Responsibilities include overseeing day-to-day business operations and facility maintenance. Provided any and all support assistance to Director of Nursing and Administrator.
- Ensured strict accordance with State requirements under Title 22 of California Code of Regulations. Prepared for state surveys and audits.
- Managed payroll and benefits administration for 49+ employees in 12 departments. Processed employee files, timecards, and payroll batches using ADP Time and Labor management. Performed facility safety in-services with staff.
- Maintained accounting, business checking, petty cash, equity lines of credit, and monthly operating budget of \$100,000+. Consulted and advised on large-scale business decisions, strategies and implementation with fellow corporate officers.

Marketing Intern, Cruzio Internet ISP
Santa Cruz, CA

2004 to 2005

- Coordinated community brown bag events designed to educate the community regarding Internet related topics. Attended small business functions to represent Cruzio to pursue customers and business trade accounts.
- Researched and surveyed niche market of college students and non-English speakers. Compiled data for use in Knowledge Base and Market Expansion project.

Education

University of California, Santa Cruz

2001 to 2005

- Graduated Bachelor of Arts, Business Management, Economics.
- Teaching Assistant, Econ 115: Intro to Management Science. Prof. Donald Wittman