**Gregory Rothstein**

28 Perch Drive, Mahopac, NY, 10541 -914.960.7387 - g.p.rothstein@gmail.com

***Areas of Expertise***

* Website Design
* Document Processing
* Data Entry
* Inventory Control
* Filing Organization
* Office System Organization

***Professional Experience***

**GPR WEB DESIGN SERVICES,** Mahopac, NY May 2012 – Present

**Front-End Web Developer**

* Collaborate with clients to design and code websites with HTML, CSS and JavaScript.
* Create functional and corresponding blogs through WordPress.

**THE JENNINGS GROUP**, White Plains, NY October 2016 - Present

**Web Design/Office Assistant**

* Work on website design for a project for one of the departments within the office.
* Organize invoices and claim reports as well as file, copy, and scan needed documents.
* Ordering all supplies for the office.

**AHRC NYC,** New York, NY July 2016 – October 2016

**Part-time Clerical Assistant**

* Studied various documents to determine file type and enter data into spreadsheets.
* Scanned and analyzed documents to be archived.

*Other work/volunteer experience includes* ***Part-time Schedule Editor*** *with* ***West World Media*** *(2015-2016),* ***Part-time Imager*** *with* ***Rowan Document Solutions*** *(3/2013-11/2013),* ***Volunteer*** *with* ***Mahopac Falls Fire Department****,* ***Volunteer*** *with* ***Habitat for Humanity****,* ***Volunteer*** *with* ***Boy Scouts of America Troop 38****.*

***Education -* Bachelor of Science in Computer Art** SUNY College at Oneonta│2012, Codify Academy 2014

***Skills -*** Adobe Creative Suite, Bootstrap, CSS, Google Analytics, HTML, JavaScript, PHP, Autodesk Maya, AngularJS, JQuery, Microsoft Office, and SEO