
Michael Lore

Cedarville, NJ 08311

856-367-1210

mlore95@gmail.com

www.mhlore.com

www.linkedin.com/in/mlore

Education

August 2013 - May 2017 | **B.A. Interactive Multimedia**

The College of New Jersey | Ewing, NJ

- Major GPA: 3.94
- Cumulative GPA: 3.59

Work Experience

April 2018 – Current | **Administrative Associate**

EDM Americas | Millville, NJ

- Use EMC Captiva to index large quantities of documents to meet critical daily SLAs
- Use Prudential's CIRM to document Agency backlog and create carton manifests

September 2015 – May 2017 | **Student Web Developer/Office Administration**

The College of New Jersey, Communication Studies Department | Ewing, NJ

- Maintained and updated website for the department of Communication Studies using WordPress
- Created web pages and improved user experience
- Increased department social media presence and managed department Facebook page
- Troubleshoot and supported faculty and staff use of technology
- Provided assistance to students through email, phone, and face-to-face communication

Skills

- Project portfolio at <https://mhlore.com>
 - HTML, CSS, JavaScript, jQuery, PHP, MySQL, Bootstrap
 - WordPress development, including Divi, responsive mobile-friendly designs
 - Adobe Creative Suite – Photoshop, Premiere Pro
 - Strong office and interpersonal skills, meticulously organized
 - Data entry
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