TIMOTHY BAINES

813 Westerly Trail | Virginia Beach, VA | 23464

Github Profile: https://github.com/Timbaines

Profile

Highly motivated professional with a background in banking, who successfully transitioned to a Webmaster role for a well-regarded NGO with over 30 years of positive reputation. Motivated, personable business professional dedicated to client satisfaction. Effectively conveys complex technical concepts to both technical team members and clients to ensure clear understanding. Proven ability to anticipate professional needs while proactively identifying and resolving problems.

Skills Summary | Years of Experience

Languages	Frameworks	Libraries	Design Tools
HTM5: 4 years	Bootstrap: 4 years	React: 1 year	Figma: 3 years
CSS3: 4 years	Tailwind CSS: 2 years	jQuery: 3 years	Adobe CC: 5 Years
SASS/SCSS: 4 years			
JavaScript; 2 years			

Qualifications

- Proficient in HTML5, CSS3 and JavaScript including experience in responsive design, cross-browser compatibility, and performance optimization; skilled in UI/UX principles, with intermediate skills using version control (Git); adept to using Visual Studio Code, WebStorm, and PhpStorm.

Experience

Self-Employed | Freelance

Webmaster | Friends In Action International (May 2021 – Current)

- Create and manage website wireframes, prototypes, and designs using Figma
- Agile project management approach using tools such as Asana and Zenkit
- Troubleshoot and resolve website issues or bugs
- Monitor website traffic and performance using Google Analytics and provide reports
- Experience with content management systems (CMS) including WordPress
- Stay up-to-date with industry trends, technologies, security updates and best practices
- Implement and configure donation platforms and payment processing gateways

UI Designer / Frontend Developer | 1040Visions.org (February 2021 – Present)

- Developed and customized WordPress websites using Gutenberg blocks, including plugin configuration
- Implemented and configured donation platforms and payment processing gateways

UI Designer / Frontend Developer | BAZ VA MISSION (December 2019)

- UI designer and creative director for the non-profit startup
- Assisted with front-end UI development while learning Bootstrap 4 framework
- Project Management coordination with grant writers, photographers and web developers
- Assisted with creative content including quarterly board meeting minutes
- Web hosting management

UI Designer / Frontend Developer / Marketing | Suffolk Cleaning Services (July 2017)

- Led the rebranding of Triosh Services, leveraging over 30 years of industry experience, to launch Suffolk Cleaning Services
- Site architecture and UX/UI design based on local and nationwide competitor research
- Developed and implemented SVG assets, enhancing the website's visual appeal
- Increased sales by 20% year-to-date in 2021 through organic, direct, and social lead-generating channels

Graphic Designer | Crest Foodservice Equipment (July 2017 – December 2018)

- Created graphics for web and print advertising campaigns
- Designed illustrations, page layouts, and edited images for internal and external marketing materials, including flyers, banners, landing pages, and catalogs
- Assisted with the data integration and mapping of the company's stocking catalog to DDI System's Ecommerce platform

Quality Assurance Analyst | Fulton Mortgage Company (April 2017 – July 2023)

- Documentation review of post closed loans to ensure accuracy and risk management
- Research government guidelines and review audit findings with senior management
- Stay current on all agency, state and federal guidelines

Home Loan Processor | Wells Fargo (October 2012 – October 2016)

- Comply with government regulations including FHA, VA, agency/non-agency loans
- Skilled in loan restructuring based on cost/credit analysis for benefiting the customer and reducing risk, operational costs, and fees to the financial institution

- Maintain excellent communication between the customer, loan officer, closer and underwriter

Commercial Loan Documentation Specialist | Wells Fargo (October 2007 – October 2012)
- Analyze and evaluate Attorney prepared binders for accuracy and reduce exposure
- Prepared state specific commercial loan documents
- Monitored quarterly financial statements for reducing exposure to the bank
- Uniform Commercial Code (UCC-1) statement auditing for records management
- Elected for pilot programs and tested software upgrades to increase efficiency between Records Management and Booking Department

Education

Bachelor of Science, Communication / Minor, Marketing

Radford University, 2006