Sam Thornton

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Rutgers University   May 2019 – Present
Unit Computing Specialist for Enrollment Management   *Piscataway, NJ*
- Managing team to assist over 120 division members with more than 200 devices through ServiceNow system.
- Collaborating with various university departments.
- Provisioning devices, accounts, workstations, and setting up meetings and events both virtually and in person.
- Relaying technical information to non-technical users through various avenues.
- Providing support and updates for hardware and software in-person and remotely.

NJ Universal Healthcare Coalition   July 2018 – Present
Program Specialist   *Highland Park, NJ*
- Creation and maintenance of WordPress website, forms, and connection to donation page.
- Management of social media pages and CiviCRM newsletters.
- Setting up virtual meetings for board members and general membership.

Rutgers University   Sep. 2018 – Sep. 2019
Information Technology Computer Labs Consultant   *New Brunswick, NJ*
- Assisting patrons with various technology related issues.
- Monitoring and maintaining systems and printers' statuses.

Raritan Valley Community College   Oct. 2016 – Dec. 2017
Student Web Developer   *Branchburg, NJ*
- Updating faculty, staff, and general college resource pages and databases.
- Assisting with migration of internal Ektron website to SharePoint.
- Interpreting Excel spreadsheets and maintaining and updating forms.
- Leading conversion of Flash campus maps to HTML.

Network Supply LLC   July 2016 – Sept. 2016
Web Developer   *Hopatcong, NJ*
- Migration and update of public facing website.

EDUCATION

Rutgers University   Dec. 2024
Master's of Communication and Media (Digital Media)   *New Brunswick, NJ*
- Attended the 2023 Microsoft 365 Conference focusing on SharePoint, Teams, and Power Platform.
- Managed livestream of #BeCOMM 2023.

Rutgers University   Dec. 2019
Bachelor's in IT, minors in Psychology and Digital Communication, Information, and Media (3.6 GPA)   *New Brunswick, NJ*
- Four semesters on Dean's list.

Raritan Valley Community College   Dec. 2017
Associate's in Web Development, certificates in Computer Programming and Web Development (3.2 GPA)   *Branchburg, NJ*
- Four semesters on Dean's list.

SKILLS

- **Skills:** Strong communication, time, and resource management, customer service, audio and video editing, quick to learn new tasks, CPR/AED certified, cooperative team member, and a confident leader.
- **Proficient in:** Microsoft Office Suite, HTML, CSS, JavaScript, SQL, PHP, Java, WordPress, SharePoint, Adobe Creative Cloud, KACE, Active Directory, Qualtrics, NICE inContact, and Salesforce.

References and recommendation letters available upon request.