

# Tarika Common

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## TECHNICAL SKILLS

HTML5, CSS3, Bootstrap Frameworks, Git, JavaScript, Adobe Illustrator and Photoshop, Java, Microsoft Office, Data Entry, Personify, Sage, Salesforce

## EXPERIENCE

**Course Integration Analyst – Temp**, Pearson Virtual Schools, Rockford, IL 02/21 – Present

- Assists with the integration of course content within the Alice Toolchain.
- Assists with the maintenance process and documentation of courses and ongoing projects.
- Handles multimedia conversions for placement within courses.
- Implement SAFe Agile principles within a team environment.

**Digital Analyst**, FVC – Follett Corporation, Westchester, IL 04/18 – 04/20

- Directed activities and workflow of Digital Product Specialists.
- Developed digital content plans and annual digital assessments for clients.
- Built and managed successful digital fulfillment process ensuring seamless and timely order processing
- Developed and expanded knowledgebase of digital content, platforms and technology to enhance digital services.
- Maintained relationships with publishers including Pearson, McGraw-Hill, Wiley, and Carnegie.
- Provided onsite technical support at partner schools throughout school year.
- Served as SME, supporting Sales and Client teams with onboarding, implementation, and transitioning of schools from print to digital content.

**Event Specialist/Operations Support**, GiveSmart by Community Brands, Chicago, IL 02/16 – 04/20

- Provided technical support during high profile fundraising events across the Midwest using mobile bidding software.
- Trained and managed event staff on bidding platform software.
- Managed events onsite ensuring client satisfaction and support for other Event Specialists.
- Make design and auction item updates as needed on-site.

**Kelly Services**, Chicago, IL 11/15 – 04/18

**Technical Support Advisor**, Apple

- Provided technical support for customer service calls regarding iOS concerns.
- Coordinated with other internal departments to analyze, diagnose ensuring problem resolution.

**Admin/Accounting Assistant**, Public Communications Inc.

- Settled daily accounts payable and receivables tasks including updating Excel reports and records in Sage accounting software.
- Performed transcribing, video editing, and research for PR team projects.

**Billing Data Entry Specialist**, American Bar Association

- Verified and updated information of lawyers, law firms, and law schools in ABA database for proper billing.
- Conducted data quality control ensuring accurate billing reports of over 1,000 memberships.
- Responded to communications from ABA members regarding group billing.

**Grubhub Database QC Specialist**, MindSpring Partners, Chicago, IL 10/17 – 01/18

- Assisted with quality control for database conversion for menus of over 15,000 restaurants
- Updated menus and ensured accuracy of restaurant details using Salesforce and Grubhub's Datatool

## **EDUCATION**

**University of Illinois - Springfield**

Bachelor of Computer Science

2016 - 2021

**Northwestern University Coding Bootcamp**

Certificate in Full-Stack Web Development

2019

**Harold Washington College**

Associate in Science: Computer Science, Certificate in Computer Information Systems

2014 - 2017

**International Academy of Design and Technology**

Coursework in Web and Multimedia

2004 - 2008