

Daniel Head

Charlotte, NC | Contact Information Available By Request

October 15, 2018

Charlotte Humane Society
2700 Toomey Avenue
Charlotte, NC, 28203

Dear Ms. Canzano,

I'm looking for a web design and development position at a local company. I found a listing for the Humane Society of Charlotte, and as a frequent volunteer I thought that this would be an amazing opportunity to do what I love at an organization that I wholeheartedly support.

I am currently employed as the Technical Director for Student Niner Media (a division of Student Affairs at The University of North Carolina at Charlotte), where I work to create and maintain our websites, as well as support other departments. I often use PHP, HTML, JavaScript, Java, SQL, and CSS for my job. Much of the work I do is on the back-end and not seen directly by the user, and I have been able to increase our website load times significantly and create a more user-friendly method for posting articles and stories online. Recently, we have launched a new version of our largest website that has been received very well by staff and at college media conferences. This position has challenged me, and I have learned much and improved greatly and feel that I have many skills to bring to the Humane Society of Charlotte, and hope that you feel the same.

I am very interested to work with the Charlotte Humane Society because of the large amount of admiration and support I have for the Humane Society. As an animal lover, I can't help but respect any organization that works to make sure all animals are cared for and loved in a home. I have volunteered with the Humane Society for many years, however, only for three years at the Humane Society of Charlotte. I would be honored to work for a company that so wholly matches up with my personal ideals.

Everyone who knows me would attest to my hard-working and eager attitude. As an Eagle Scout, I always strive to be prepared, help others, and be cheerful doing it. I believe that my experience and character make me a great fit for this position.

Thank you for your time and I hope to hear from you soon!

Sincerely,
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Education

COMPUTER SCIENCE, B.S.C.S. | 2020 | UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

- Major: Computer Science
- Minor: Mathematics
- Related coursework: Mechanical Engineering

DIPLOMA | 2015 | JESSE C. CARSON HIGH SCHOOL

Skills

COMMUNICATION

- In most professional environments, communication has been key. Thanks to group projects in school and team projects at work, I have developed first class communication skills.

PROBLEM SOLVING

- Having transferred from Mechanical Engineering to Computer Science, both with a heavy emphasis on logic and problem solving and having had the opportunity to work on various projects in both disciplines, my logical thinking skills have greatly improved.

LEADERSHIP

- Having been a part of and led many groups and teams, as well as working as a department head, I have achieved a high level of leadership ability.

TECHNICAL SKILLS

- Languages: PHP, HTML, Java, Javascript
- Platforms: Windows, Mac
- Software: Microsoft Office Suite, Adobe Creative Cloud Suite

Experience

TECHNICAL DIRECTOR | STUDENT NINER MEDIA | MAY 2017 - PRESENT

- Maintained and created new Word Press websites using PHP, Javascript, HTML, and CSS.
- Supported other departments with IT assistance.

ASSISTANT VIDEO PRODUCER | NINER TIMES | SEPTEMBER 2016 – MAY 2017

- Filmed, edited, and published videos of various events.
- Trained staff on how to film, edit, and publish videos.