Kayla Stevenson

✉ kaylastevenson0421@gmail.com   ⊙ Newport News, VA   ⊕ https://www.kaylastevenson.net

May 17, 2024
Hampton University

Dear Hiring Manager,

I'm Kayla Stevenson, a creative and determined Full-Stack Web Developer, and I am very interested in applying for the Senior Web Designer role within Hampton University. As a professional with over 12 years of experience in both web design and development, I'm personally familiar with the ins-and-outs, and the ups-and-downs of creating and maintaining innovative website applications. I am positive that I can make lasting contributions to the University's goals.

Since the moment I began my web development career I have embraced the challenge of creating customized web application solutions using Adobe ColdFusion with the support of other web technologies. I believe what will make me stand out from other candidates is my attention to detail and my persistence to do things the right way, even if it's not the easiest way. I strive to learn about the things I don't know, and to perfect what I do know.

I am thrilled to have this opportunity to return to my "Home by the Sea" and to work alongside a great team of talented professionals within one of the most top ranked HBCUs in the nation. I appreciate you taking the time to review my application and consider me for this role. I look forward to hearing back from you and learning more about this position. If you have any questions feel free to reach out to me via the email address listed above.

Sincerely,
Kayla Stevenson

Kayla Stevenson

kaylastevenson0421@gmail.com ❖ (757) 291-4762 ❖ Newport News, VA ❖ <u>Portfolio</u>

WORK EXPERIENCE

Independent Consultation / Freelance | Newport News, VA
Web Developer | 2021 – Present
- Provided guidance and support for developing new web applications in ColdFusion (CFML).
- Trained clients how to navigate and implement CFML code and how to manage related databases (MySQL).
- Provided solutions to remediate issues and create new functionality for existing web applications.

Hampton University | Hampton, VA
Web Developer | 2018 – 2021
- Oversaw the development of educational support web applications based in ColdFusion (CFML).
- Managed Linux web servers and installed systems (Apache, MySQL, ColdFusion).
- Designed vivid web graphics for events, conferences, save-the-dates, scholastic advertisements, etc.
- Designed and developed dashboards for business intelligence, streamlining performance monitoring by 10%.
- Lead project meetings and collaborated with technical and non-technical stakeholders.
- Prevented SQL injection attacks and other security vulnerabilities, decreasing server downtime by 50%.
- Managed third-party e-commerce accounts and developed new payment gateway applications.
- Analyzed and debugged complex web application issues reducing application unavailability by 40%.
- Developed event registration applications and provided on-site support on the day of the event.
- Increased program participants by 30% by transitioning from in-person/paper processes to online web apps.

Hampton University | Hampton, VA
Junior Web Designer | 2011 – 2018
- Prior to my promotion to Web Developer, I created web pages and simple web applications, maintained existing applications, completed HTML content updates, and managed support tickets.

SKILLS

- **Full stack web development:** utilizing technologies such as ColdFusion, HTML, CSS, JavaScript, jQuery, AJAX, XML, Unix shell script, and PHP.
- **MySQL administration:** data organization, retrieval, and maintenance to support web application capability.
- **Apache/Linux web server administration:** installing and implementing configurations and security protocols to optimize server performance.
- **Adobe Creative Suite:** designing visually appealing and intuitive user interfaces for web applications.
- **Accessibility and compatibility:** enhancing the usability and reach of web applications for diverse users.
- **Web application security:** securing web applications against vulnerabilities, ensuring compliance with industry standards and best practices.
- **Project management:** coordinating tasks, timelines, and resources to ensure successful project delivery.
- **Credit card payment and refund processing:** implementing transactional functionalities within web applications ensuring secure financial transactions for users.
- **Documentation of projects and procedures:** maintaining thorough records to expedite troubleshooting, collaboration, and future developments.

EDUCATION

ECPI College of Technology | Newport News, VA
AS, Computer and Information Science | June 2010

INTERESTS

General aviation; 3D modeling and game development; Music theory and production; Digital illustration.

Application for Educational Support Staff Employment

OFFICE OF HUMAN RESOURCES **Room 110, Armstrong-Slater**

Application for Education Support Staff Employment   Date: 05/17/2024

Position(s) applied for (*Check one or more*)

☐ Clerical	☐ Skilled	■ Regular Full-time
☐ Fiscal and Administrative	☐ Semi-skilled	☐ Regular Part-time
☐ Professional and Technical	☐ Unskilled	☐ Temporary

Referral Source: ☐ Advertisement   ☐ Friend   ☐ Relative   ☐ Walk-in
☐ Employment Agency   ■ Other Indeed.com

PLEASE PRINT OR TYPE

PERSONAL

Name Stevenson _____ Kayla _____ D. _____
       Last   *First*   *Middle Initial*

Address 132 Tazewell Rd _____ Newport News VA _____ 23608
        Number   Street   *City   State*   *Zip Code*

Telephone Number (757-291-4762)
                   Area Code

Name and address of person to notify in case of an emergency:

Name Renninnger _____ Jonathon _____ A. _____
       Last   *First*   *Middle Initial*

Address 132 Tazewell Rd _____ Newport News VA _____ 23608
        Number   Street   *City   State*   *Zip Code*

Telephone Number (757-303-7036)
                   Area Code

Are you related to any person employed or who is a student at Hampton University?   ☐ Yes   ■ No   If yes, list.

Name _____   Name _____

Department _____   Department _____

Relation _____   Relation _____

PERSONAL REFERENCES

Do not list former employers or relatives

Name	Address	Telephone Number
1. Alissa Harrison	525 Wilson Blvd., Ste. 700 Arlington, VA 22209	(703) 307-66(
2. Jason Portell	N/A	(757) 342-42£
3.		
4.		

If employed and you are under 18, can you furnish a work permit? ☐ Yes ☐ No

Have you filed an application here before? ■ Yes ☐ No   If yes, give date. Sept. 2011

Have you ever been employed here before? ■ Yes ☐ No   If yes, give date. _____

Department CIT - Web Services | 2011-2021   Title Web Developer

Are you currently employed?   Yes ■ No   May we contact your employer? ☐ Yes ☐ No

Will you be able to provide a birth certificate or proof of U.S. Citizenship? ■ Yes   No

(Proof of citizenship or immigration status may be required upon employment. See page 5.)

On what date would you be available for work? May 27, 2024

Can you travel if a job requires it? ■ Yes   No

Have you ever been convicted of a crime, excluding minor traffic violations? ☐ Yes ■ No
If "Yes," please provide details concerning conviction, including original charge, the conviction, and the disposition and any explanation you deem appropriate. Convictions will not necessarily exclude you from employment, but the date and type of conviction will be considered for job placement. Please note, simple marijuana convictions in the state of Virginia do not have to be disclosed.

_____

_____

_____

_____

MILITARY SERVICE RECORD

Have you ever served in the armed forces? ☐ Yes ■ No If "Yes," what branch? _____

Dates of duty: From _____ To _____
_____Month_____Day_____Year_____Month_____Day_____Year

Are you a veteran? ☐ Yes ■ No Are you a reservist? ☐ Yes ■ No

If "Yes," what is your status? ☐ Active ☐ Inactive ☐ Retired

LICENSES AND SPECIAL SKILLS

Do you have a valid Virginia driver's license? ■ Yes ☐ No

Do you have a valid driver's license from any other state? ☐ Yes ■ No If "Yes," please list state. _____

Do you have any professional or occupational licenses? ☐ Yes ■ No If "Yes," please list. _____

Do you operate any machines or equipment? ☐ Yes ■ No If "Yes," please list. _____

Do you type? ■ Yes ☐ No If "Yes," please list WPM. 55 wpm _____

Do you take shorthand or speedwriting? ■ Yes ☐ No If "Yes," please list WPM. 55 wpm _____

List any other special skill(s) Full stack web development: utilizing web technologies such as ColdFusion,

HTML, CSS, JavaScript, jQuery, AJAX, XML, Unix shell script, and PHP.

EDUCATIONAL BACKGROUND

Type of School	Name and Address		Graduated	Course or Major
Grammar or Grade			☐ Yes ☐ No	
High School			☐ Yes ☐ No	
College (Undergraduate)	ECPI College of Technology		■ Yes ☐ No	AS, Computer and Information Science
(Graduate)			☐ Yes ☐ No	
Other			☐ Yes ☐ No	

ACTIVITIES

List professional, trade, business or civic activities in which you engage and any offices held. (*Please exclude those which indicate race, color, religion, sex or national origin*):_____

_____

OCCUPATIONAL RECORD

Start with your last position and work back. (*If you were ever employed in any position under a different name, give in each position, the name used.*)

	Employer	Address	Position or Title	From	To
1.	Consultation / Freela	Newport News, VA	Web Developer	2021	Present
2.	Hampton University	130 William R. Harvey Hampton, VA 23669	Web Developer	2018	2021
3.	Hampton University	130 William R. Harvey Hampton, VA 23669	Junior Web Designer	2011	2018
4.					
5.					

The fact that you may have been discharged or forced to resign from a position will not necessarily disqualify you from employment.

Please give reason for leaving each past position, including your current one:

1. Consultation/Freelance: Seeking full-time employment

2. HU 2021: Needed a more flexible schedule for personal reasons.

3. HU 2018: Promoted to Web Developer

4. _____

5. _____

Use the space below to summarize any additional information necessary to describe your previous employment that will help us fully determine your qualifications.

I've worked with HU before, so I am very familiar with the processes, procedures, and culture of the

University. I've had a detailed experience with managing Web Services' tasks and projects and

maintaining the onsite web servers. I am comfortable working in a demanding, fast-paced role and

working to improve departmental processes and efficiency.

NOTICE OF NONDISCRIMINATION

Hampton University is an Equal Employment Employer and as such, does not discriminate against any individual based upon race, color, national origin, sex, age or handicap in fostering its programs, employment practices and activities.

Employment qualifications for all positions shall be based only on job requirements as set forth by the University. It is the policy of the University to provide Equal Employment Opportunity in all aspects of employer/employee relationships including recruiting, hiring, upgrading and promoting.

The director of University Testing Services is the University's Coordinator of Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972. The office is located in Room 212, Wigwam Building, and the telephone number is (757) 727-5493. Office hours are 8 a.m. to 5 p.m., Monday thru Friday.

APPLICANT'S CERTIFICATION AND AGREEMENT

(*Please read the information carefully and ask for assistance if required before signing.*)

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize Hampton University to make any investigation of my past and present work, character, education, financial and credit records, military and police records through any appropriate investigative or credit agencies or bureaus. I understand that my offer of employment is conditioned upon the results of the investigation.

I agree that the final step in the application process may be the administering of certain tests, including medical, clerical, technical or other tests that will determine my eligibility for the position(s) for which I apply.

I agree, if employed, to abide by all policies and procedures set forth by Hampton University that will affect my employment.

I agree, if employed, to furnish the document(s) listed below within seventy-two (72) hours of employment for Employment Eligibility Verification (I-9 Form).

List A	*OR*	**List B**	*AND*	**List C**
1. U.S. Passport		1. Driver's License or state ID card containing photo		1. U.S. Social Security Card
2. Certificate of U.S. Citizenship		2. ID card issued by federal, state or local government		2. Certification of Birth Abroad issued by State Department
3. Certificate of Naturalization		3. School ID card with photo		3. Original or certified copy of birth certificate
4. Unexpired foreign passport with INS Form I-94		4. Voter's registration card		4. Native American tribal document
5. Alien Registration Receipt Card (INS Form I-151 or I-551)		5. U.S. Military ID card		5. U.S. Citizen ID Card (INS Form I-197)
6. Unexpired Temporary Resident Card (INS Form I-688)		6. Military Dependent's ID card		6. ID Card for use of Resident Citizen in the U.S. (INS Form I-179)
7. Unexpired Temporary Authorization Card (INS Form I-688A)		7. U.S. Coast Guard Merchant Mariner card		7. Unexpired employment authorization document issued by the INS (other than those listed under List A)
8. Unexpired Reentry Permit (INS Form I-327)		8. Native American Tribal document		
9. Unexpired Refugee Travel Document (INS Form I-571)		9. Driver's license issued by a Canadian government authority		
10. Unexpired Employment Authorization Document issued by INS with photo (INS Form I-688B)		(*For persons under age 18 who do not have above listed documents:*)		
		10. School record or report card		
		11. Clinic, doctor or hospital record		
		12. Day-care or nursery school record		

Signature: **Kayla D. Stevenson**   Digitally signed by Kayla D. Stevenson
Date: 2024.05.17 14:04:18 -04'00'   Date: 05/17/2024