

# ADEL MORENO

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## Mission Statement

To use my knowledge and expertise to gain employment as a Jr. Web Developer. I enjoy working on the front-end aspect of websites the most. I appreciate the time working on a team and being able to add my input to the discussion to make the best website possible. I will use the skills that I possess make a positive impact on the company and my coworkers.

## Skills

- MySQL
- PHP 7.2
- CSS3
- JavaScript ES6
- HTML5
- PHPStorm
- GitHub
- PuTTY
- Bootstrap4
- Node.js
- Windows
- Apache
- Quick problem solver
- Team player
- Accurate and detailed
- Critical thinker
- Employee training
- Professional demeanor
- Microsoft Excel
- Microsoft Outlook
- Microsoft PowerPoint
- Microsoft Word
- Kronos
- VeriBalance

## Work History

**Albertson's** – Rio Rancho, NM

07/2009 – Current

### Assistant Administration Coordinator

- Received and routed business correspondence to correct department or staff member.
- Screened applicant resumes and coordinated both phone and in-person interviews.
- Streamlined daily reporting information entry for efficient record keeping purposes.

### Assistant Customer Service Operations Manager

- Worked with and supervised up to 15 team members at a time.
- Worked by myself and with management to resolve customer complaints.
- Set a professional example for all other team members to follow.

### Lobby Clerk

- Stocked back stock inventory.
- Assisted guests with exchanges and returns.
- Answered telephone calls and responded to inquiries.

**Chili's** – Rio Rancho, NM

07/2007 – 07/2009

### Host

- Ensured preparation and service areas were kept in a sanitary condition.
- Guided guests through menus while demonstrating thorough knowledge of the food, beverages, and ingredients.
- Cleaned and organized dining, service, and kitchen areas.

## Education

### High School Diploma

2008

**Rio Rancho High School** - Rio Rancho, NM

### Deep Dive Coding

2018

**CNM Ingenuity** – Albuquerque, NM

## Community Engagement

I participate in many of Albertson's Market sponsored community outreach programs. The most recent was the Mudd Volleyball Tournament that benefited the Carrie Tingley Children's Hospital.