**PROFILE**

I am 27 years old and live in Bethlehem PA. I have a reliable car and able to commute. I am a dedicated web developer that enjoys coding and always willing to continue learning. I have Strong leadership skills, I am a hard worker, responsible, and ready to work.

**WORK HISTORY**

Tray Passer, Sodexo, Bethlehem, PA July 12, 2008 - June 26, 2010 (worked both different days)

• Delivered meals to patients throughout the hospital. • Responsible for the patient’s satisfaction to his/her meal. • Responsible for cleaning up at the end of the night.   • Took patients food orders through the phone. • Responsible for making sure every patient in the hospital is fed.

Slot Cleaner, C&S Wholesale Grocers, Bethlehem, PA June 2010-July, 2011

• Responsible for any spills or any clean-ups.  • Responsible for hazards that can affect the workplace.

AT&T Representative at Synchronoss Technologies Inc. Bethlehem, PA August 2011 - November 2011

• Serviced the Web Assistance Center for AT&T website.  • Helped customers navigate through the AT&T website. • Registered and unregister online account management.  • Reset password for emails and online account management's.  • Billing specialist including opinions such as auto-pay, payment profile, combined billing and billing reminders.

Security guard for covenant security services Inc. Bethlehem, PA November 2011- March 2012

• Secured Wells Fargo customer connection center. • Maintained facility & server temperature s. • Responsible for verifying everyone belonged in the facility, escorting any vendors or guest throughout the facility.

* CCTV monitoring

Security guard for G4S Security Solutions. Bethlehem, PA March 2012- April 2014

* Secured Wells Fargo Customer connection center.
* Maintained facility & server temperatures
* Responsible for verifying everyone belongs in facility, escorting any vendors or guest throughout the building.
* CCTV monitoring.

Wells Fargo Phone Banker. Customer Connection Center. Bethlehem, PA

April 2014- September 2014

* Assisted customers with their bank accounts.
* Assisted customers with business bank accounts.
* Fraud claims
* Sales Specialist

Member Relationship Representative at First Commonwealth Federal Credit Union. September 2014- September 2017

* Handle opening online accounts, which include intensive screening process that include OFAC, E-funds report and much more.
* Refer products and services that benefit our members such as unsecured/secured loans, mortgages, VISA cards, home equity loans, investment services and much more.
* Made outbound calls to members to alert them of product/services and promotions that FCFCU has.
* Assisted with Spanish members.
* Made courtesy calls to new members to the Credit Union
* Took unsecured/secured loan applications.
* Assisted members with credit building.
* Assisted member with any questions or concerns they may have

Driver/Mover at J.M. Services. September 2017- Present

* Assisted customers during the moves with excellent customer service.
* Lifting items weighing 50-400lbs.
* Breakdown and setup furniture items based on customer needs.
* Made inventories & records of the furniture and supplies needed for delivery.
* Provided sage, on-time and dependable transportations with a safe driving record.

**EDUCATION**

* Liberty High School, Bethlehem, PA  High School Diploma earned. {Class of 2010}
* Associate degree in Business administration at Northampton community college.
* In process of receiving certificate from UPENN LPS Coding program.

**SKILLS**

I am skilled in HTML, CSS, JavaScript, Node Js, jQuery, Bootstrap, Bulma, AJAX, Jquery, Microsoft office, Microsoft word, Adobe, work perfect 10, excel, power point, MS word, Spreadsheet, Outlook. I am a quick learner and willing to learn anything. I am responsible, respectful and courteous to everyone. I work well in the groups and on my own. If hired I will be a great asset to your company. Thank you for your time.

**REFERENCES**

• **Name:** Cristo Vences **Phone#:** (484)-929-6402 **Profession:** Assistant manager at First Commonwealth Federal Credit Union Fogelsville branch

**• Name:** Steven Moyano **Phone#:** (646)-823-6329 **Profession:** Electrician

**• Name:** Renee Torgenson **Phone#:** (610)-295-8173 **Profession:** Branch manager at TD Bank