




ALICIA BURN

Junior Web Developer

 AliciaBurnl@gmail.com

 302.345.9314

 537 Chester Pike
Prospect Park, PA 19076

 linkedin.com/in/alicia-burn-0417

SKILLS

HTML

CSS

Bootstrap

JavaScript Time

JQuery

DOM Manipulation

EDUCATION

Coding Bootcamp

University of Pennsylvania, LPS
Philadelphia, PA

2019 - 2020

CERTIFICATIONS/ TRAINING

Business Immersion

Bumble University

New York, NY

2005

RESUME OBJECTIVE

HIGHLY MOTIVATED FULL STACK JUNIOR DEVELOPER PURSUING A POSITION WITH A GROWING ORGANIZATION THAT WILL CHALLENGE MY CREATIVE THINKING AND EXCELLENT APPLICATION SKILLS.

EXPERIENCE

SALON COORDINATOR

Pagave Salon & Spa, Wilmington, DE / August 2019 - Present

- Independent guest interaction, scheduling, bill payment, hospitality, and courtesy
- Organizing and scheduling a full-service salon that offers spa, nail, and hair services that employ 20 separate service technicians
- Responsible for processing all cash, credit, and gift cards and submitting all receipts at the end of every shift
- Ensuring timely turnover and scheduled times of all clients, coordinating all actions of the salon and each guest's individualized experience

MANAGER

Sherif Zaki Corp, Greenville, DE / August 2008 – August 2019

- Coordinate and manage daily operations for over fifty employees
- Provide professional customer service in a fast-paced environment
- Maintain employee and customer schedules
- Responsible for opening/closing office
- Supervise training sessions
- Clerical duties, including operating multi-line answering system and data entry
- Mentor and train new associates
- Monitor daily financial transactions and maintain financial records
- Possess strong multi-tasking skills
- Design and create marketing materials for social media and office use

MANAGER

LUX Design Corp, Newark, DE / April 2004 – August 2019

- Managed and coordinated all phases of office duties
- Provided leadership and direction, holding weekly meetings with staff to ensure compliance with policies and procedures
- Created programming, specifically implementing Elite
- Assisted owners with selection of new products, including inventory control and ordering
- Worked with employees to emphasize sale of products, while promoting services and retail items to guests
- Directed the supervision of hiring, as well as termination of personnel
- Supervised training sessions and developed employee professional growth plans
- Provided customer service, including scheduling, operation of multi-line answering system, and striving for overall customer satisfaction
- Responsible for opening/closing, daily financial reporting, and payroll processing