

# Allison Serrano

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<https://www.linkedin.com/in/allison-serrano-2792001b4/> | GitHub: <https://github.com/Allicris> |

Portfolio: <https://allisoncristine.netlify.app/>

A motivated and adaptable individual with a background in administrative roles and a strong commitment to transitioning into a software engineering career. Seeking an entry-level software engineering position to leverage transferable skills in problem-solving, project management, and customer service while applying newly acquired technical expertise from the edX coding bootcamp.

## Technical Skills

Data Entry, HTML, CSS, JavaScript, jQuery, Git, GitHub, Node.js, Express, my SQL, Object-Oriented-Programming (OOP), Agile, Mongoose and MongoDB, React, Apollo Server and GraphQL.

## Projects

### Weather App

Description: A weather application used for the purpose of looking up the current weather and future five day forecast for any city in the world. Two API's from OpenWeather were used to save and display data.

Technologies Used: HTML, CSS, JavaScript, Github, Local Storage, Open Weather API's

Website Link: <https://allicris.github.io/new-weather-app/>

### JavaScript Quiz

Description: A timed quiz that can be used to test your knowledge of JavaScript concepts and syntax. At the end of the quiz, you will receive a score based on how many answers you answered correctly.

Technologies Used: HTML, CSS, JavaScript, Github, Local Storage.

Website Link: <https://allicris.github.io/programmer-quiz/>

### Digital Newspaper

Description: A website where you can look up articles from any point in time including the present. A GIF will match the displayed articles to make your learning and research experience more enjoyable.

Technologies Used: HTML, JavaScript, Bulma CSS Framework, New York Times Articles API, Giphy API.

Website Link: <https://allicris.github.io/digital-newspaper/>

### Adopt A Pet

Description: A website where a user can sign in and search the company's site for a dog or cat they would like to adopt.

Technologies Used: HTML, CSS, JavaScript, MVC, MySQL, Sequelize, Node.js, Express.js, RESTful API's, Authentication, Day.js.

Website Link: <https://project-two-20323fc10aa2.herokuapp.com/>

### Nail Booking Site

Description: A nail booking site that a user can log into and create an appointment by selecting a service, time and date. The user can also view their booked appointments.

Technologies Used: React, React DOM, React Bootstrap, React Router, MongoDB and Mongoose ODM, JSONWebToken, Apollo, GraphQL.

Website Link: <https://nail-booking-site-285746c99724.herokuapp.com/>

## **Experience**

*Property Manager Assistant at Palestroni Management, LLC*

Englewood Cliffs, New Jersey

May 2022 - Present

- Increased business revenue by presenting office spaces to prospective tenants and finalizing and negotiating their lease terms.
- Managed all maintenance requests from tenants by delegating tasks to the maintenance team depending on their roles and the urgency of the matter.
- Collaborated with the accounting team by providing them monthly building and tenant reports, handling payroll and accounts receivables/payables.
- Utilized our tenant portal site and building listing site to enter and update data.
- Developed a comprehensive procedure manual to train and onboard new employees

*Personal Assistant at P.Smith Design*

Ridgewood, New Jersey

April 2021 - April 2022

- Provided comprehensive support to the CEO by managing all of her vacation homes that included bookkeeping expenses, handling mortgage documents, creating tenant contracts and managing stays.
- Communicated with contractors to ensure any projects were on schedule.
- Developed a Personal Assistant procedure manual to train and onboard new employees.

*Administrative Assistant at PrimeSpace Capital*

New York, New York

August 2020 - April 2021

- Assisted the Director of Acquisitions and book-keeping team with contracts and monthly reports.
- Communicated with contractors and tenants to establish secure business relationships to collaborate with us during the phases of each project.
- Collected and recorded payments to ensure an accurate log of tenant payment information.

*Director of First Impressions at 188 FINE MEN'S SALONS*

New York, New York

July 2018 - March 2020

- Collaborated with the team on projects that drove more clientele and increased business profit.
- Involved in the hiring and training process of new employees.
- Provided a variety of administrative support to stylists by organizing and updating weekly schedules while also multitasking in a face paced environment, that included making time management decisions and providing problem-solving skills to run the business effectively throughout the day.

**Skills**

Executive and Team Support, Administration, Payroll, Customer Service, Project Management, Accounts Payable and Receivables , Data Entry.

**Education**

*Rutgers Fullstack Coding Bootcamp*

April 2023 - October, 2023

An edX Intensive full-stack web development bootcamp - Developed proficiency in HTML, CSS, JavaScript, jQuery, Git, GitHub, Node.js, Express, MySQL, Object Oriented Programming, Mongoose and MongoDB, React, Apollo Server and GraphQL.

*Borough of Manhattan Community College*

June 2018 - July 2020

Associates Degree, Business Administration and Management