Allison Serrano

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https://www.linkedin.com/in/allison-serrano-2792001b4/ | GitHub: https://github.com/Allicris |
Portfolio: https://allicris.github.io/allisons-portfilio/

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, Git, GitHub, Node.js, Object-Oriented-Programming (OOP), jQuery, Agile.

Projects

Experience

Property Manager Assistant at Palestroni Management, LLC

Englewood Cliffs, New Jersey   May 2022 - Present

- 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.

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.
- Collected and recorded payments to ensure an accurate log of their information.

Director of First Impressions at 188 FINE MEN'S SALONS
New York, New York   July 2018 - March 2020

- Collaborated with 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
Proficient in Customer Service, Project Management, Invoicing, Data Entry - Familiarity with HTML, CSS, JavaScript, Git, GitHub, Node.js, Object-Oriented-Programming (OOP), jQuery, Agile.

Education
Rutgers Fullstack Coding Bootcamp   April 2023 - October, 2023
An edX Intensive full-stack web development bootcamp - Developed proficiency in HTML, CSS, JavaScript, Git, GitHub, Node.js, Object-Oriented-Programming (OOP), jQuery.

Borough of Manhattan Community College   June 2018 - July 2020
Associates Degree, Business Administration and Management