

Andres Gutierrez

246 New Street
Lyndhurst, New Jersey
201-362-6813
Andres9888@Gmail.com

Language Ability

| | |
|-----------|---------------|
| English: | Mother tongue |
| Spanish: | Fluent |
| Japanese: | Intermediate |

William Paterson University

Accounting Bachelors of Science
Japanese Bachelors of Arts

Wayne, New Jersey
Sept 2006-Dec 2013

Additional Coursework: Professional Sales, Negotiations, Technology Entrepreneurship,
Public Speaking and Accounting Practicum

SKILLS

Advanced: PowerPoint/Prezi and Google Calendar

Intermediate: QuickBooks, Excel, Word, Outlook, HTML, CSS, JavaScript, JQuery, Bootstrap
WordPress, Social Media, Blackthorn- (CMS Software)
TeraPeak-(Market Research Software)

Novice: PHP, SQL (Databases), API's, Microsoft Access, GitHub, Gulp, WooCommerce, ZenCart
Photoshop, Illustrator, Indesign, and React.JS

Hardware : A+ Certification Level Knowledge of Computers and Hardware.
Basic Server Knowledge

WORK EXPERIENCE

RAZ-Distribution –
It Tech/Web Developer / Graphic Designer

North Bergen, New Jersey
January 2017 -

Several Responsibilities ranging from helping around the warehouse for any computer related problems to Graphic Design and Web Development.

Worked on Maintaining several website including making changes to appearance of the site and implanting new functionality.

Responsible for creating a new website for the brand-new line of products.

In charge of weekly email marketing campaign on mail chimp. This involved creating all assets needed on graphic design software and creating the code framework for the emails.

Create banner advertisement for the main website.

- Deepened WordPress and WooCommerce experience by recommending the platform for the new line of products
- Email Marketing experienced gained through the weekly email blasts
- Photoshop skill improved by creating weekly advertisement
- Web Development knowledge increased over daily involve in website maintenance and changes

YourFirstMudRun – A Mud Run for Everyone
SEO Specialist/Web Developer

Wyckoff, New Jersey
May 2016 -

Worked primarily on SEO Improvements and implantation and on constructing an improved Website to bring in more registrations

- Improved WordPress knowledge by building a new website from scratch which included picking hosting provider, theme and design choices, and speed, seo, and security recommendations.
- Gained additional SEO experience through working with Senior SEO Specialist and applying my own recommendations

EZ-Temp/BellaVita – HVAC/Italian Restaurant
Web Developer/IT Tech

Hackensack, New Jersey
Nov 2015 – March 2016

Promote the BellaVita Website by improving Design, User Interface, and SEO

- Improved WordPress knowledge by making changes and updates
- Gained additional SEO experience through research and implementing research

• **Medin Corp** - Focused manufacturer of Custom and Standard Medical Devices
Accounting Intern

Totowa, New Jersey
June 2014 - Aug 2014

Maintained Inventory spreadsheet used for controls of Goods in Process for 1,000+ items to be reviewed by Auditors

- Improved Excel abilities overall and of pivot tables specify
- Gained real hands on experience on how controls work for inventory

Ebay : AresCases - Striving to be the best case store
Owner

Lyndhurst, New Jersey
Oct 2012 - May 2013

Accounting, Finance, Sales, Marketing, Planning, Strategy, Legal, Customer Service, Technical Support, Researcher, and Janitor

Develop the Store, Product Layout, and manage the backend processes of business like Building Titles, Writing item descriptions and handling accounting or customer related tasks

- Acquired QuickBooks and Fresh Books experience
- Gained Content Management System experience through tracking Sales, Listings, and Communication with customers on EBay's Blackthorn
- Improved Project Management and Organizational skills by using programs like Basecamp to keep track of project life and progress
- Learned GTD (Get-Things-Done) a way of doing to more effectively complete tasks and become more productive
- Increased Market Research knowledge improved through using Terapeak
- Developed Photoshop and Photography Skills through taking and editing product pictures

Tutu Spoiled - Little Girls, BigStyle
Assistant

Record of 2013 Sales of up to \$103,000 and Payment of State Taxes for those sales.
Manage Social Media through HootSuite (Social Media Management App)

Achievements in this role included

- Set Up Point of Sales System: Hardware and Software on LightSpeed PoS
- Increased Awareness of Small Business and E-Commerce

Red Motor Sales- Good Cars, Good People
Sales - Content Management

North Bergen, New Jersey
May 2013 - Dec 2013

Responsibilities in this role included:

- Maintain Customer Relationships
- Create and Manage Website
- SEO and Google Analytics
- Manage Inventory and Marketing

Hudson Group - Retail Specialist
Office Assistant

Secaucus, New Jersey
Aug 2008 - Mar 2009

Responsibilities in this role included

- Accountable for Point of Sales Database
- Handle and Track Orders of UPC code Tickets
- Resolve any Problems with involving either UPC Codes on Database or Tickets Shipped

Van Heusen - The best-selling dress shirt brand
Sales Associate

Secaucus, New Jersey
May 2006 - Dec 2006

Responsibilities in this role included:

- Maintaining excellent relations with customers.
- Being aware of current promotional items and the correct pricing.
- Operating of the register including ringing up purchases, handling cash, checks, & credit card sales
- Handling returns/complaints
- Perform daily department maintenance tasks including stock work, re-merchandising, display, price markdowns, merchandise transfers and light cleaning

CERTIFICATIONS

Microsoft Office Specialist: Excel and PowerPoint

CPA Exam: In Process of Taking and Studying

JLPT N2 : Awaiting Results (December 7,2014)

Learning

Redux,Node.JS, Express.JS, MongoDB, and Video Editing

Samples of work

Available during interview

Interests

Web technologies, Asian culture, Food Industry, Ted talks, Online Learning, Running, Language Learning, and Business

