

Angela J. Shelton
812 Autumn Bluff Lane
Wentzville, MO, 63385
(314) 629-2563
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SKILLS:

Programming Languages:

C#

HTML/CSS/JavaScript/jQuery

Ability to work independently or with a team

Attentive to detail

Analytical skills

Problem-solving skills

EDUCATION:

Ranken Technical College

St. Louis, MO

Associate of Technology Degree in Application and Web Development

Anticipated Graduation Date: December 2021

EXPERIENCE:

Wentzville United Methodist Church

Financial & Membership Secretary

Wentzville, MO

Personal Shopper

July 2016-July 2018

- Recorded/Updated Congregational Financial Contributions
- Recorded/Updated Congregational Data
- Prepared Weekly, Monthly, & Annual Reports

Hy-Vee Grocery Store

Kansas City, MO

Personal Shopper

March 2019-July 2019

- Customer Service
- Order fulfillment, processing payment and delivery
- Stocking merchandise & assisting other departments as needed

House to Home Properties

Wentzville, MO

Residential Housing Manager

September 2010-Present

- Tenant screening and selection
- Financial responsibilities related to property

REFERENCES AVAILABLE UPON REQUEST