**Angela J. Shelton**

812 Autumn Bluff Lane

Wentzville, MO, 63385

(314) 629-2563

AngieShelton1010@gmail.com

**SKILLS:**

ProgrammingLanguages:

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**