

<div>Ayla Moss</div> <div>Web Developer</div>		Web Developer with experience in designing user interfaces. Comfortable as a team manager.	
Personal Information		Experience	
<div>Address</div> <div>14021 SE Stark St #4</div> <div>Portland, OR 97233</div> <div>Phone</div> <div>503-519-8565</div> <div>Email</div> <div>MossAylaDev@gmail.com</div> <div>LinkedIn</div> <div>linkedin.com/in/ayla-moss</div> <div>Twitter</div> <div>@aylamoss122</div> <div>GitHub</div> <div>github.com/Ayla122</div>		2016– Present	<div>Stark Firs Management   Portland, OR</div> <div>Leasing Manager</div> <ul style="list-style-type: none"><li>Designed and implemented new document management system which improved document searchability and saved admin staff an average of 1 hour per day</li><li>Reduced annual expenses 15% by leading cost reduction, quality improvements, productivity initiatives and infrastructure enhancements supporting business systems, core network and security.</li><li>Negotiated new terms with office equipment supplier, resulting in an annual saving of \$5,000</li><li>Collaborated with sales and marketing departments to improve strategy, thus directing away from outdated amenities to those which would appeal to renters in professional fields.</li><li>Designed and implemented new company letterheads, residents update forms, addendums to the rental agreement, etc. and translated those forms to Spanish.</li><li>Spearheaded projects to create a comprehensive towing contract across all 68 rental properties which greatly reduced the presence of unsightly and unauthorized vehicles on company property.</li><li>Completely overhauled the orders of operations to create an environment that was warm, welcoming and professional to residents, prospective residents, vendors and staff.</li><li>Collaborated with the General Manager and Owner in hiring and dismissing staff</li><li>Served as a liaison between the cleaning crew and the upper management</li><li>Organized events to improve staff morale such as sales incentive programs, employee luncheons and holiday parties</li></ul>
Soft Skills			<div>Resthaven Mortuary and Cemetery   Phoenix, AZ</div> <ul style="list-style-type: none"><li>Provided compassionate service to bereft family members and loved ones of the deceased.</li><li>Collaborated with the Care Facility, Medical Staff, Medical Examiner's Office, Office of County Records and Funeral Director to ensure all paperwork was completed in time for Funeral Services and Burial.</li><li>Collaborated with the staff to accomplish the goals set by the Funeral Director</li><li>Assisted in organizing floral arrangements an personal items in a manor that honored the deceased life at memorial and burial sites</li></ul>
Hard Skills		2011-2016	
JavaScript   CSS   HTML   WordPress   JQuery   SQL   MongoDB   JSON   React    Procreate   Photoshop			
Languages		Education	
Spanish– <i>Fluent</i>		2022	<div>Full-stack web developer certification</div> <div>University of Oregon</div>
French– <i>Beginner</i>		2020	<div>AGS</div> <div>Portland Community College   2020</div>
		Interests	
		Playing Video Games   Painting   Photography   Cooking	