SHENAE RIVERS
117 Alta Vista Ave.
Waterloo, IA 50703
831-917-4834
shenae.rivers@gmail.com

OBJECTIVE

To obtain a position that will utilize my computer knowledge, strong people skills, organizational abilities, business experience and entrepreneurial spirit.

WORK EXPERIENCE

FlashCourse, INC. (mobile app)(2019)- Content Creator

Self Employed Certified Personal Trainer (2011 - Present)

Certified Health Coach (2017 - Present)

Certified Notary Public (2019 - Present)

Insurance Producer (2019 - Present)
    Independent Agent
    LOIs: Life, Health, Property, and Casualty
    Resident License in Iowa with non-resident licenses in 11 States

Wiley Transfer Moving and Storage Castroville, CA (2008-2017)
- General IT Support
    - Installing and configuring computer hardware, software, systems, networks, printers and scanners
    - Monitoring and maintaining computer systems and networks
    - Responding in a timely manner to service issues and requests
    - Providing technical support across the company
    - Setting up accounts for new users
    - Repairing and replacing equipment as necessary
    - Testing new technology
- Sales
    - Outside sales
    - Conducting in-home estimates
- Various Warehouse Duties
    - Forklift operator
    - Shipping/Receiving

- Office Assistant
    - Proficient in MS Office
    - Reception
- Bookkeeper
    - Operate computers programmed with QuickBooks software to record, store, and analyze information
    - Reconcile records of bank transactions
    - Prepare bank deposits by compiling data and sending cash, checks, or other forms of payment to banks
- Payroll
    - Process paperwork for new employees and enter information into the payroll system
    - Prepare and process payroll information
- Accounts Receivable
    - Invoicing
    - Send monthly statements
    - Process invoice payments
    - Collection calls
- Accounts Payable
    - Process vendor payments

EDUCATION

The App Brewery Bootcamp (2020) - Full Stack Web Development
University of California Berkeley Extension (2016 - 2017)
Monterey Peninsula College Monterey, CA (2015 - 2016)
Hawkeye Community College Waterloo, IA (2003)

SKILLS

Javascript/jQuery, OOP, HTML, CSS, SQL, Experience working with responsive frameworks (Bootstrap), Web Design (UX, UI), Familiarity with Photoshop, Node.js, Express.js, APIs, JSON, GIT, MongoDB, Mongoose, React.js, JSX, Writing Basic Queries, Calculating Aggregates, Combining Data from Multiple Tables, Creating Usage Funnels, Analyzing User Churn, Determining Web Traffic Attribution, Sales Experience, Licensed Insurance Producer, QuickBooks, Forklift Certified, Microsoft Word, Microsoft Excel, Independent Contracting, Remote Work, Service Industry, B2B Sales,

CERTIFICATIONS
Google IT Support Professional, Notary Public, Personal Trainer, Forklift, Quickbooks, CPR/AED/First Aid, Health Coach.