**David J. Williams**

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**Summary:** General Assembly graduate with over 8 years of experience in Business Operations, Event Coordinating and advancing objectives between business partners and clientele, in return, optimizing managerial and organizational opportunities and proactively enhancing the operations of any fast-paced environment

**Education: General Assembly,** Atlanta, GA **Aug 2018**

Full Stack Developer Training

**Georgia State University,** Atlanta, GA **May 2015**

Bachelor of Science in Criminal Justice

Minor: Philosophy

**Skills:**

Windows (XP, 7, 8 & 10)

Microsoft Office (2007-2016)

Social Media Channels

Office 365/Google Cloud System

Adobe Applications

**Experience: General Assembly,** Atlanta, GA **Aug 2018 - Present**

Full Stack Development Student

* Readily equipped with the skills needed to succeed as a Software Developer in a 12 week full-time Immersive and accelerated style course
* Provide leadership, encouragement, and support to classmates including but not limited to assisting with organization, time management, professional development and emotional support as needed
* Work individually and/or in group settings to complete projects designed by industry experts to focus on the programming languages, libraries and frameworks with a turn-around time of 12-24 hours
* Quickly grasp the fundamentals of frontend and backend development while learning to leverage tools such as Git/GitHub, HTML, CSS, JavaScript, Node, APIs, and more through hands-on training with real world scenarios

**BlackNoizeMedia LLC,** Atlanta, GA **Feb 2017 – Aug 2018**

Events Manager

* Collaborated with Black Noize Media, LLC to coordinate **###** successful fundraising benefit concerts for Malcolm X Grassroots Movement, ultimately raising over **$$$$$$** for the foundation and its participants
* Negotiated contracts and supervised catering staff, merchant vendors, and entertainment to the specifications provided by the Eyedrum Arts & Music Gallery management team while maintaining precise itinerary and awareness of audience satisfaction
* Created innovating marketing strategies with the goal of generating new opportunities for sales team and business partners; Developed long-term business plan for each partner with the goal of generating more revenue and pipeline
* Lead site visits and pre-event meetings with clients to discuss the flow and overview of the event identifying any areas of concern; processed post-event summaries, invoices, and critiqued execution of event for general client service satisfaction

**Society Live Performance Series** **Jan 2016 – Feb 2017**

Events Coordinator

* Acted as the primary liaison between client and business associates to tailor events according to personal tastes and budgets of clients
* Maintained and managed scheduling of event venue including but not limited to event staffing, catering contact, building operations, even set-up and break-down
* Strategized and created cost savings by implementing and researching new vendors and negotiating with partnered vendors bringing clients the best and affordable experiences
* Worked with Clients to guide them through the event details and served as their personal coordinator throughout the entire planning process and event

**Levy Restaurants,** Atlanta, GA **June 2014 – Jan 2016**

Catering Coordinator

* Work with Senior Catering Manager to create monthly staff incentives and improve customer satisfaction by providing interpersonal communication, managerial experience and maintaining productive team environments
* Prepared and oversaw all aspects of up to **###** events’ food service whether it be large-scale events including The Atlanta Falcons and Georgia State University, or on smaller scale events including birthday parties or holiday events
* Responsible for creating a schedule for staffing of events and delivered to Senior Catering Manager to sign off on prior distribution
* Assist fellow catering attendants with food preparation, delivery, and clean up in a timely manner while maintaining highest standards related to food safety and quality scoring 100%