



Calley Garvin

Entry-level Web Developer



586.443.3087



Clinton Township, MI



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calleyg.github.io/My_Portfolio.github.io

SKILLS AND QUALIFICATIONS

- Proficient in Microsoft Word, PowerPoint, and Excel
- Working knowledge of HTML5, CSS, JavaScript, React – JavaScript Frameworks, Node.js, Babel, PHP, and MySQL applications
- Quick learner with working knowledge of software, hardware, networking, operating systems and security applications
- Solid leadership skills – proven ability to enhance staff performance through motivation, communication and organizational skills
- Superior analytical and problem-solving abilities, with track record of improving operations
- Ability to diagnose, troubleshoot and resolve technical issues

WORK HISTORY

Full-Time Student, Macomb Community College, Warren, MI
June 2019 to May 2022

Customer Service Rep, Aerotek, Troy, MI
November 2018 to February 2019

- Processed tuition invoice payments for the Union Education Trust and tuition reimbursements for the Bank of America at 100% accuracy
- Took inbound/outbound calls and tracked reimbursements in QuickBase, and problem-solving.

Office Assistant II, DTE Energy/Doshi & Associates, Troy, MI
November 2016 to August 2018

- Trained peers on new processes such as the Smartsheet schedules, Customer 360 applications and assisted in the migration of Office 365 via company mobile phones
- Time Management adjustments in SAP to reallocate hours to the appropriate budget, so that funds could be utilized for daily overtime
- Expense reconciliations in Concur before deadlines to ensure company cards were never deactivated
- Conducted PRT/Huddles via conference line, and during monthly meetings while capturing meeting minutes

Support Manager, Walmart Inc., Clinton Township, MI
March 2015 to June 2016

- Supervised up to 30 associates, participated in hiring and disciplinary action of 10, handled \$1000 or more of cash, locking it in the safe nightly, operations of the Telxon handheld scanner

EDUCATION

General Education Certificate , Macomb Community College, Warren MI	May, 2020
IT Website Programming Certificate , Macomb Community College, Warren MI	May, 2022
IT Website Programming (A.A.S) , Macomb Community College, Warren MI	May, 2022

****Summa Cum Laude Graduate - Deans List - Phi Theta Kappa Member****