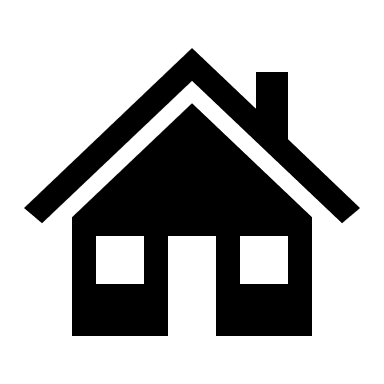
**

*586.443.3087*

**Calley Garvin**

**Entry-level Web Developer**

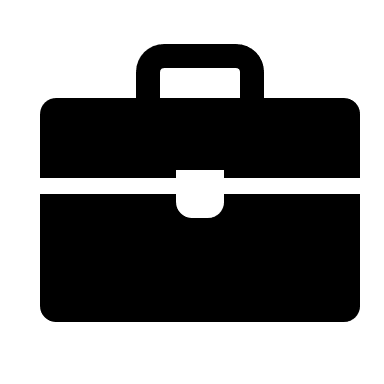
**A picture containing text, transport, wheel, gear

Description automatically generated

*Clinton Township, MI*

**

*calleygarvin@gmail.com*

**

*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\*\***