Carson Montgomery Bills
Brooklyn NY, 11237
919-607-2037
CarsonMBills@Gmail.com

Experience:

Web Development Immersive Student   September 2014 - December 2014
General Assembly
- Built responsive web applications employing Ruby on Rails and SQL databases using PostgreSQL
- Wrote a Rails travel application to gather data from an API and display it using JQuery to make it responsive
- Designed front-end of applications using HTML, CSS, and SASS
- Built API using Sinatra in the back-end and Backbone.js to display data to user

Administrative Assistant   March 2014 – September 2014
Tudor Realty Services Corp.
- Composed and proofread building memos and tenant correspondence for property managers
- Wrote and organized new ballot and proxy documents for Board of Directors Elections
- Prepared for monthly Board meetings by processing minutes and editing agendas
- Processed Annual Shareholder Meeting Notices to alert owners of election

Junior Account Assistant

USAData   January – March 2014
- Reviewed official incorporation status of clients with home state's office of Secretary of State, and ensured clients were in good standing with legal right to transact business
- Processed and completed client information database
- Assisted Account Executives in contacting past clients regarding new orders, as well as processing requests for new clients

Dental and Office Assistant
Cary Endodontics, Cary, North Carolina   May 2010 – June 2013
- Updated and organized patient records and converted all hard copy records to digital format for new digital database
- Assisted dentist by sterilizing instruments and preparing operating rooms for surgery

Editorial Intern / Office Assistant
Algonquin Books of Chapel Hill, Chapel Hill, North Carolina   August 2011 - April 2012
- Pioneered a new manuscript organizational system to effectively eliminate loss of material
- Reviewed manuscripts and wrote reports recommending acceptance or rejection by editors
- Entered data regarding the author and agent of each manuscript into digital database

Education:
Thinkful   December 2013 – June 2014
- Worked with Mentor through Ruby on Rails course
- Wrote a Rails application using the MVC architecture to create a social calendar application

University of North Carolina at Chapel Hill, Chapel Hill, North Carolina   August 2010 - May 2013
- Bachelor of Arts: English Literature

Additional Experience:
Server
Hope Valley Country Club, Durham, North Carolina   January - June 2013
- Acted as liaison between dining room staff and kitchen management
- Collaborated with sous chef to develop menu and calculate proper retail costs of menu items

Related Skills:
- Highly adaptable to new settings and industries, ability to work in hectic kitchens or quiet offices
- Superior language composition and proofreading skills