

# Carson Bills

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## EXPERIENCE:

**General Assembly, New York, NY**

**September 2014 – December 2014**

Web Development Immersive | Junior Web Developer

*BusyQuill* – Game where users guess the author of generated passages that maintain tone of famous authors

- Employs Sinatra to make an API that returns data in JSON format.
- Uses Ruby to make a level one markov model data parser to generate passages
- Displays data to user using Backbone.js

*Seek* – Travel application that gathers relevant information about a potential destination and returns it to the user

- Rails application that assembles data from Hotwire and Flickr APIs
- JQuery used extensively on search page for autocomplete functionality

*Aioli* – Restaurant management application that creates and tracks orders, tables, and menu

- Achieved C.R.U.D. functionality with Sinatra and Ruby
- Database management using PostgreSQL and ActiveRecord

**Tudor Realty Services Corporation, New York, NY**

**March 2014 – September 2014**

Administrative Assistant

- 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

**USADData, New York, NY**

**January 2014 – March 2014**

Junior Account Assistant

- 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

**TF Cornerstone, New York, NY**

**August 2013 – November 2013**

Leasing Assistant

- Communicated with prospective tenants and determined which units best fit their requirements
- Processed applications ensuring presence of all documents for approval
- Completed light office work such as scanning all documents into digital form

**Cary Endodontics, Cary, NC**

**May 2010 – June 2013**

Dental and Office Assistant

- 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

## EDUCATION:

**Thinkful**

**December 2013 – June 2014**

- Worked with a mentor through a Ruby on Rails course
- Wrote a social calendar application using a MVC architecture with Ruby on Rails

**University of North Carolina at Chapel Hill, Chapel Hill, North Carolina**

**May 2013**

- Bachelor of Arts: English Literature