

Stacee Williams

Lewisville, TX | 469-856-0395 | marieclapp@gmail.com
www.linkedin.com/in/staceewills | Portfolio: <https://vocal-syrniki-edc227.netlify.app/>

Summary

Technically proficient and committed professional with over 15 years of customer service experience. Solid communicator that understands the importance of communicating with clarity and professionalism. Strong collaborator that always puts the needs of the team first. Resilient when faced with challenging situations. Extremely reliable to deliver everything that I set out to achieve with positivity and enthusiasm.

Experience

Freelance Front End Web Developer (2019-present)

- Communicate with clients to establish project parameters, wrote proposals for design work, analyze competitor web sites and determine web site content.
- Provide internet related services including domain name registration and web hosting.
- Maintain client websites on an ongoing basis.
- Train end users on performing necessary updates.

Salon Owner, Hair Stylist (2005-2018)

- Maintained positive customer relations to ensure a loyal customer following and generate referrals to drive bottom line profitability.
- Implemented a booking system that integrated online and in-person appointment booking, POS and record-keeping software.
- Increased annual revenue for 13 consecutive years through exceptional client services, sales technique and work ethics.
- Analyzed business performance and profitability using MS Excel and QuickBooks Pro to generate and analyze financial reports.

Skills & Abilities

- Customer focused and able to represent your company in a positive manner.
- Ability to think quickly and solve problems independently.
- Flexible and adaptable.
- Building rapport and managing ambiguity.

Technical Skills

MS Office Suit: Advanced in Word, Access, PowerPoint. Proficient in Excel.

Programming: HTML/CSS, JavaScript, React, Next, MongoDB, MySQL, TypeScript, Debugging, Object Oriented Programming, OAuth 2.0.

Calendar Management and Productivity Tools: MS Outlook, Google Workspace, Asana, Calendly, Slack.

Education

AAS Business Office Support, Collin College, Frisco, TX.

Aug '18-Dec '21

President's list 2 semesters | Dean's list 6 semesters

Certificate Front End Web Development

Jun '20-May '22

Relevant Coursework:

Integrated Software Applications MS Office | Administrative Project Solutions | Administrative Office Procedures | Business Correspondence and Communication | Negotiations and Conflict Management | Front-End Web Frameworks | Database Programming | Network+