STACEE WILLIAMS

Capable and professional administrative assistant seeking a position that will utilize a strong background in efficiently managing multiple priorities and successfully meeting client demands. Hard working and committed career changer who is able to quickly and effectively adapt to new situations. Eager to learn new technologies and fully committed to proving herself in a new career.

CONTACT

marieclapp@gmail.com ✉

469-856-0395 📞

Dallas, Texas 📍

www.linkedin.com/in/staceewills 🔗

PORTFOLIO

https://chandyl.github.io/stacee-portfolio/

EDUCATION

AAS in Office System Technologies
Collin College Frisco, Texas
08/2018 – 12/2021
Certificate
Front End Web Development
Collin College Frisco, Texas
06/2020 – 05/2022
Cosmetology
Currently licensed
Carrigan Tech Wichita Falls, Texas
1990 - 1993

EXPERIENCE

Freelance Front End Web Developer
Building personal portfolio websites and brochure websites for small businesses.
2019 - Present
Salon Owner, Hairstylist
Dallas, Texas
Customer service, rapport building, active listening and empathy.
2005 - 2017

SKILLS

- o Managing ambiguity
- o Creative problem solving
- o Time management
- o Empathy and understanding

SKILLS SUMMARY

MS Office:

Word
- o Advanced skills formatting documents and editing content, using the program for research and creation of professional documents.

Excel
- o Intermediate skills formatting cells, creating tables and organizing data in Excel on both desktop and mobile devices.

PowerPoint
- o Advanced skills creating custom presentation slides and themes and organizing information across slides to tell a story or keep audiences engaged.

HTML, CSS, JS, React JS:
- o Built an online personal portfolio and resume website using React JS and Tailwind CSS.
- o Created a cryptocurrency web app using React JS, Axios to fetch the data for the list of cryptocurrency names with price.
- o Built a Google Momentum clone. The app has time, date, temp, different backgrounds and a new inspirational quote each time you open the app.

Testing/Debugging
- o Familiar with Git and Chrome Developer Tools.
- o Debugged ASP.NET Core apps in Visual Studio for 7 projects.