

Stacee Williams

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Highly motivated, professional, conscientious and committed team player who understands the importance of carrying out my duties to a very high standard. Dedicated to continuous development and regardless of the situation, will always seek to learn and improve by taking advice from others. Can always be trusted to provide exceptional customer service, be it face to face, phone, email or chat and will represent your company in a positive manner at all times. Exceedingly reliable to deliver everything that I set out to achieve with positivity and enthusiasm.

SKILLS AND ABILITIES

- Customer focused and able to represent your brand in a positive manner.
- Self-motivated and fast learner.
- A good listener and someone who wants to continually learn and improve.
- Good organizer and planner.
- Strong communication and interpersonal skills.
- Flexible, adaptable, and willing to work additional hours when needed.

SKILLS SUMMARY

MS Office Suite:

Word - Advanced skills formatting documents and editing content.

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

PowerPoint - Advanced skills creating custom presentation slides and themes.

TECHNOLOGY I'VE WORKED WITH:

- MySQL
- HTML/CSS
- JavaScript
- Git
- Chrome Developer Tools

EDUCATION

- AAS Office System Technology
Collin College Frisco Texas
2018 – 2021
- Certificate 1 Front End Web Development
Collin College Frisco Texas
2020 – 2022

RELEVANT COURSEWORK

- MS Word, PowerPoint, Excel, Access
- Business Correspondence and Communication
- Administrative Project Solutions
- Records and Information Management
- Interface Design
- Web Authoring
- Database Programming – SQL
- Web Design Tools – Graphics

EXPERIENCE

Freelance Front End Web Developer

- Building personal portfolio websites and brochure websites for small businesses.
2019 - Present

Salon Owner, Hairstylist

- Customer service, rapport building, client retention, all ordering for the salon, scheduling appointments.
2005 - 2017