



Enthusiastic coder in training that hopes to apply my current and future skills to real world solutions. Working with computers has become a habit and second nature to me. Consistently striving to better myself and am open to learning new skills in order to be able to provide a great life for my future family. Whether it is working alone or with a team, I always put forward my best effort to succeed.

## Professional Experience

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| <b>Project Manager Assistant</b><br>Young's Communications, LLC,<br>Melbourne, FL<br>July 2020 - January 2022 | <ul style="list-style-type: none"><li>Inspected, corrected, and converted field drawings into office red lines for the first 6 months.</li><li>The remainder of my time there I took red lines and turned them into as-builts for my boss, the project manager.</li><li>I assisted the financial department but inputting most of the information on project orders into our company project order tracker and maintained that the information in this database was correct.</li><li>I also worked within our multiple job trackers in excel to input information such as the start date, end date, costs, and payment.</li></ul> |
| <b>Warehouse Assistant</b><br>Young's Communications, LLC,<br>Melbourne, FL<br>January 2017 - June 2020       | <ul style="list-style-type: none"><li>In the mornings of my work day I recorded the truck number of every truck that left our company yard and any materials and trailers that they took.</li><li>Operated a forklift to unload any materials that were delivered and also loaded company trucks with equipment that they needed, such as fiber reels.</li><li>Assisted in cleaning and organizing the warehouse and surrounded yards to prevent work injuries and clutter.</li><li>Logged what materials had arrived or been taken at the warehouse into our materials tracker through excel.</li></ul>                          |

## Education

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| <b>BBA in Organizational Management</b><br>Eastern Florida State College at Melbourne, FL<br>January 2016 - August 2021 | Graduated with honors and earned a majority of this degree through online classes. |
| <b>Bootcamp in Full Stack Web Development</b><br>Columbia Engineering at New York City, NY<br>January 2022 - Present    | I am currently taking this bootcamp through their online program.                  |

## Key Skills

- Javascript
- Computer skills
- Responsible
- MS Office
- HTML
- CSS
- Written Communication
- Teamwork
- Teambuilding
- Conflict resolution