

# Michelle Smith

2726 Redbud Ln  
Anderson, Indiana, 46011  
(765)606-5922  
chellemo23@gmail.com

## Summary

My technical work experience began with PC and laptop repair where I learned the importance of accurate documentation, utilizing resources for learning and protecting client confidentiality.

Since then, I have assumed roles in which I was able to build skills in marketing, project management, collaboration, creative content building, and writing among other job tasks.

As a member of the Eleven Fifty Academy alumni, it is my goal to use the skills I have acquired to build a successful career as a JavaScript developer.

## Education

### DeVry University

*Communications in Emerging Media*

*Enrolled August 2009*

## Employment History

### Altex Engineered

*Lead Material Handler*

*January 2017 - September 2017*

Lead material handler, responsible for management of resources from the planning stage throughout the build process

Duties included collaborating with company management, supervisors, department leads and assemblers and then assigning tasks to insure a smooth build process

### Real Otaku Gamer

*Indie Games Contact Manager*

St. Louis, Missouri

*January 2012 - January 2013*

Duties included marketing, communications and writing press releases and game reviews

### Pink and Deadly

*Co-Founder/Co-Producer*

Reno, Nevada

*October 2009 - October 2010*

Duties included project management, research, news and script writing, interviewing, audio editing and reporting as well as social media management and marketing

### Best Buy

*Counter Intelligence Agent*

*August 2006 - April 2009*

Duties included hardware and software repair and maintenance, checking in computers for repair work, keeping excellent documentation, managing client confidentiality and recommending end to end solutions

## Professional Skills

API

HTML

CSS

Javascript Fundamentals

Git

Github

Firebase deployment  
Heroku Deployment  
Social Media Management  
Marketing  
Writing Web Content  
Flow management  
Collaboration  
PC Repair  
Customer Service  
Project Management  
Record Keeping  
Audio Editing  
Inventory Control  
Staff Training  
React  
Nodejs