**Samantha Smith                                                                                             info@coderedtech.net**

**404.482.5100**

**OBJECTIVE**

To find an entry-level position as a junior developer.

**KEY SKILLS**

* Full-Stack web development
* Mobile-first web and apps
* Proficient in Excel, PowerPoint, Word
* Experience in social media marketing campaigns

**EXPERIENCE**

**Rousse Republic, LLC - Atlanta GA**

**Tech, Digital Media, & Entertainment**

**December 2015 – Present**

* Web & App development
* Social Media Management
* Event Promotion
* Sales & Marketing
* Admin, AP/AR

**Osprey Corporation - Atlanta GA**

**Provides services to Fortune 500 companies such as Procter & Gamble, and Kimberly Clark**

**Executive assistant/accounting assistant**

**December 2016 – July 2017**

* Created account receivables
* Created accounts payable
* Responded to client queries and created quotes
* Collaborated with sales team for follow-up action
* Ad Hoc management projects

**Temporary assignment: Apple One**

**Red Bull - Santa Monica**

**Administrative Assistant March 2014**

* Created account receivables
* Created accounts payable
* Responded to client queries and created quotes
* Collaborated with sales team for follow-up action
* Ad Hoc management projects

**Temporary assignment: Apple One**

**The Hercules Campus, LLC – Los Angeles, CA**

**Property Assistant Jan2014/March2014**

* AP/AR, 5-10 invoices weekly
* Entered work orders and purchase orders in Yardi
* Assisted the property management team

**EDUCATION**

* Career Foundry, Berlin Germany: Full Stack Web Development
* Faulkner University, Montgomery AL / LACC, Los Angeles CA: Business & Music
* Academic Achievements: Dean's List (3.8 GPA), First place in University writing contest