

Dana Flint

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Summary A full stack developer who enjoys making websites come alive by creating stunning site layouts and incorporating all the latest integrated graphics and applications utilizing the newest web development tools.

Education **University of Texas at Austin**
Full Stack Web Development Boot camp
*Javascript, HTML, CSS, JQuery, Responsive Design, Bootstrap, React.js, MongoDB, PHP frameworks like Laravel, MySQL, Heroku, Security and Session Storage, and User Authentication

University of Texas at Austin
B.A. Psychology
*Undergraduate research assistant
*Learned technical writing and business analysis
*Emphasis on statistical analysis

Professional experience:

2000-current **Flint Estate Builders, Austin, TX**
Vice President, CFO, Project Manager
* Advertises for company, designs website and maintenance, photographs and displays homes for advertising.
*Oversees and manages the finish out of projects through completion
*Assists President in all business operations for multi-million dollar sales and supervises and oversees the daily operation of the business.
* Manages human resources involving employee insurance, employee benefits packages, employee database, W2's, payroll, payroll taxes and liabilities, worker's compensation, and employee concerns and relations.
*Prepares and manages employee records, insurance, and payments.
*Provides the President with an operating budget. Works with the President to ensure success through cost analysis support and compliance with all contractual requirements. This includes compliance with all local HOA, city and contractual guidelines, and monitoring compliance.
*Oversees the management and coordination of all fiscal reporting activities including: organizational revenue/expense, balance sheet reports, reports to funding agencies, development, and monitoring of budgets and contracts, tax preparation, transaction detail reports, invoices, and lien waivers.
*Models building flow for each custom resident and keep clients up to date on decisions needed with job costing, construction estimates and actual results.
*Implements heavy AR/AP in all aspects and extensive bookkeeping.

- *Works in full account management with vendors, contractors, and customers.
- *Produces financial projections and profit analysis with sales reports, job costs, cost of goods sold, production reports, and work in progress reports.
- *Maintains general liability insurance records of vendors and prepares audit reports.
- *Sets up and manages all computer operations including networking systems.
- *Produces final punch out on projects by superintending the last stage of the building process by coordinating overseeing and by working with contractors and vendors to complete the job and make the customer completely satisfied.
- *Prepares all 1099's and final bookkeeping preparations for state and federal taxes.
- *Works with County and City and all other jurisdictions including water, eptic, electrical job requirement for obtaining permits.

2010-2013

Lake Travis ISD, Austin, TX

Finance Administration

- *Collaborates with all departments to gather documents for accounting and Processes large volume of complex invoices per day with accuracy and accounts payable records and database
- * Audits invoices against purchase orders, researches discrepancies, and approves for payment
- *Assists Executive Director of Finance with accounting procedures and preparing financial spreadsheets
- *Maintains all A/R records and assists in preparing for audits
- *Creates PDF's, excel spreadsheets and word documents for Finance Director and prepares data analysis on special projects
- *Maintains all records for Worker's Compensation and works with Risk Management and medical institutions in regards to work injuries
- *Communicates with injured employees and assists in worker's compensation related duties; configuring wage calculations and other TDI forms
- *Assists Purchasing Director with purchasing, PO's, and vendors
- *Maintains records from vendors for 1099's
- *Assists Construction Manager with utility records in data entry, spreadsheets, and data analysis
- *Assists with editing documents, troubleshooting computer software and printers

1999-2000

Lockheed Martin IMS, Austin, TX

Collections Supervisor, Trainer

- *Managed collection performances and a staff of 20 employees.
- *Supervised child support collections while carrying out contract regulations.
- *Collected child support monies and provided support for liaison contracts.
- *Managed and supervised in a call center using predictive dialer technology as well as skip tracing and locating providers.
- *Tracked and analyzed employee performance results.
- *Provided Customer Service and maintained customer satisfaction with government, state, city, and county liaisons.
- *Assisted in writing contract documents for the company.

*Handled Spanish speaking calls.

1996-1999

Lockheed Martin IMS, Austin, TX

Collector

- *Provided Customer Service to custodial parents and city and county liaison representatives.
- *Responsible for collections functions within an assigned portfolio of child support accounts.
- * Initiated phone contact with non-custodial and custodial parents to resolve case disputes and over-due debts.
- * Maintained a working knowledge of state and federal legislation and regulations, excellent communications, solid collections experience, PC systems knowledge, and locate techniques.

1995-1996

Renaissance Austin Hotel, Austin, TX

Concierge Supervisor

- *Provided extensive guest services with emphasis on club floor management and VIP relations.
- * Managed food and beverage operations.
- * Supervised four-member concierge staff, prepared schedules, and provided training.

**Other
Computer
Skills:**

QuickBooks Pro 2015 and Contractor edition, Quicken, Excel, Word, Publisher, Paint Shop Pro, PDF, ORACLE, ITEEC, Internet operations, computer set up and networking computers, software troubleshooting, Windows operations, 75WPM, 10-key by touch, blogging, technical writing, online marketing and social media, predictive dialer, call center technology, and Microsoft Office, Javascript, HTML, CSS, JQuery, Responsive Design, Bootstrap, React.js, MongoDB, PHP frameworks like Laravel, MySQL, Heroku, Security and Session Storage, and User Authentication