Dana Flint

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PO Box 340187 Austin, Texas 78734

Full Stack Web Developer & Project Manager

Versatile, results-driven professional with 20+ years of comprehensive experience developing exceptional relationships with clients, peers, and senior leadership to provide sustainable business solutions. Superb project management abilities with strong expertise in the construction and finance sector. Proven problem solving and analytical thinking skills, a fast-learning curve, and the ability to adapt to evolving industry trends. A creative web developer dedicated to building and optimizing the performance of user-centric, high-impact websites for companies. Leverage technical, analytical and problem-solving skills to create dynamic, high-speed websites, apps, and enhancing a company's ability to capture profitable markets.

CORE COMPETENCIES

Web Development ●Coding & Programming ●Project Management ●Team Leadership ●Technological Proficiency ●Communication ●Data Processing ●HTML ●CSS & CSS Preprocessing ●JavaScript ●jQuery Photoshop WordPress ●Analytical Skills ●SEO ●Responsive Design ●Version Control ●Git Testing/Debugging Browser Developer Tools ●Web Performance ●Command-Line ●Client Experience ●UI/UX Design ●Hosting & Maintenance ●Digital & eCommerce Strategy ●CRM & CMS Platforms

EXPERIENCES AND ACHIEVEMENTS

DMF WEBWORKS, AUSTIN, TX   **2017 – Current**
Freelance Web Developer, President

- Built over 60 Android Apps and 260 responsive, intuitive, mobile-first websites using various technologies such as HTML, CSS, PHP, Laravel, Android Studio, MySQL, WordPress, APIs, Ajax, Bootstrap, Materialize, Node, Express, Handlebars, MongoDB, React, GitHub, AWS, Security and Session Storage, User Authorization, Git, Slack, Eclipse, Java, JavaFX, Android Studio, Google Play Store, Ad Mob, IntelliJ, Adobe Suite, Photoshop, Illustrator, Local by Flywheel, WooCommerce and more. Familiar with Bluehost, GoDaddy, Site ground, WIX, Heroku, and other web host services.

- Work collaboratively with clients as a professional business developer and website manager to provide rapid, robust and client-acclaimed front and back end development on various platforms, optimizing user experience, search engine ranking, eCommerce sales, brand positioning and google analytics. Writing creative content strategy to search engine optimization to deepen loyalty with existing shoppers and attract new prospects. Building wireframes and layouts for approval, creating content and impressive visuals for eye-catching, effective landing pages with high-converting visitors turning into sales. Operate and manage eCommerce shops, create & write blogs, create and send out email campaigns.

- Maximizing profits for businesses by creating engaging websites for customers and building platforms for users with an extensive open-source relational database management system. Built from scratch, multiple music apps for android and online systems including a real jukebox music app that will hold mp3's, playlists, organize them by favorites for a client and let users log in and store their music. Built demo websites and apps for various clients in the music industry for multiple users and demonstrated an impactful user experience for engaging clients utilizing fast uploading and downloading techniques.

- Constructed high-performing photography websites that include responsive design, optimization, and API methods for impressive user experience and simple, fun, and effective web page interactions.

FLINT ESTATE BUILDERS, AUSTIN, TX   2000 – 2017
Vice President, CFO, Project Manager

- Advertised for company, designs website and maintenance, photographs, and displays homes for advertising.
- Oversaw and managed the finish out of projects through completion.
- Assisted President in all business operations for sales and supervised and oversaw the daily operation of the business.
- Managed 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.
- Prepared and managed employee records, insurance, and payments.
- Provided the President with an operating budget. Worked with the President to ensure success through cost analysis support and compliance with all contractual requirements. This included compliance with all local HOA, city and contractual guidelines, and monitoring compliance.
- Oversaw 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.
- Modeled building flow for each custom resident and kept clients up to date on decisions needed with job costing, construction estimates, and actual results.
- Implemented heavy AR/AP in all aspects and extensive bookkeeping using QuickBooks Pro and Contractor Edition, Quicken, Excel Advanced Tools, and Google G Suite.
- Worked in full account management with vendors, contractors, and customers.
- Produced financial projections and profit analysis with sales reports, job costs, cost of goods sold, production reports, and work in progress reports. Maintained general liability insurance records of vendors and prepares audit reports.
- Sat up and managed all computer operations including networking systems. Utilized PDF complete.
- Produced 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.
- Prepared all 1099's and final bookkeeping preparations for state and federal taxes.
- Worked with County and City and all other jurisdictions including water, septic, electrical job requirement for obtaining permits.

LAKE TRAVIS ISD, AUSTIN, TX   2010 - 2013
Finance Administration

- Collaborated with all departments to gather documents for accounting and processes a large volume of complex invoices per day with accuracy and accounts payable records and database.
- Audited invoices against purchase orders, researches discrepancies and approves for payment.
- Assisted Executive Director of Finance with accounting procedures and preparing financial spreadsheets.
- Maintained all A/R records and assists in preparing for audits.
- Created PDF's, excel spreadsheets and word documents for Finance Director and prepares data analysis on special projects.
- Maintained all records for Worker's Compensation and works with Risk Management and medical institutions in regards to work injuries.
- Communicated with injured employees and assists in worker's compensation related duties; configuring wage calculations and other TDI forms.
- Assisted Purchasing Director with purchasing, PO's, and vendors.
- Maintained records from vendors for 1099's.

- Assisted Construction Manager with utility records in data entry, spreadsheets, and data analysis.
- Assisted with editing documents, troubleshooting computer software, and printers.

LOCKHEED MARTIN IMS, AUSTIN, TX   **1999 - 2000**
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. Proficient with ORACLE, ITEEC, Internet Operations, 10-Key by touch, 75 WPM, and manuals/technical writing.
- 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.

LOCKHEED MARTIN IMS, AUSTIN, TX   **1996 - 1999**
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.

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, GitHub, AWS, Security and Session Storage, and User Authentication, Git, Slack, Node

UNIVERSITY OF TEXAS AT AUSTIN
B.A. Psychology

- Undergraduate research assistant
  Learned technical writing and business analysis
  Emphasis on a statistical analysis