**Dakota Myers**

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I am a dedicated information technology expert who is motivated by problem solving and contributing to a company's success. I am proficient in HTML, CSS, Microsoft office, Adobe, Windows Powershell, Windows (xp, vista, 7, 8, 8.1, 10, 11), and MacOS with limited training in JavaScript. I am on an advanced level with assembling computers, phones, routers, and other electronics as well as troubleshooting these devices when there is an issue. I have limited experience with routers such as omni direction/Directional. I am always eager to learn as much as I can when it comes to IT and I am a fast learner. I have completed coursework towards a bachelor in Information Systems Security and do plan to finish the course, but as of now I am learning Front-End Development through a bootcamp and independent studies.

**Work Experience**

Tranzact, Beckley, WV

*Licensed Insurance Agent, Sept 2022-Present*

* Continually maintain working knowledge of all company products, services and promotions.
* Utilizes various systems and tools to initiate to assist and service customers.
* Listening to a customers needs and putting them in selling them a plan that will be beneficial to them as a person

Weimer Chevrolet, Cumberland, MD

*Sales Consultant, March 2022 - Sept 2022*

* Greeting potential customers and assessing purchasing needs by actively listening and providing recommendations based on customers' automotive requirements
* Researching new car products and trends through automotive releases to stay up to date and make best recommendations to potential customers
* Demonstrating car functions to customers, describing options, explaining related purchasing costs and accompanying customers on test drives
* Qualifying warm internet leads and follow up with information regarding new and pre-owned vehicle availability, options and price

Cabell Huntington Hospital, Huntington, WV

*Patient care assistant, October 2020 - January 2021*

* Take vital signs
* Collect information about conditions and treatment plans from caregivers, nurses, and doctors.
* Examine patients for bruises, blood in urine or other injuries/wounds
* Sit with patients and keep them from harming themselves

AT&T Call Center, Huntington, WV

*Customer Service Representative, March 2020-October 2020*

* Continually maintain working knowledge of all company products, services and promotions.
* Utilizes various systems and tools to initiate to assist and service customers.
* Answers customer/client requests or inquiries concerning services and products and reports problem areas.

Saunders Staffing (AT&T Contract), Mount Hope, WV

*Contractor, May 2019- January 2020*

* Build Internet Cables
* Climb poles, Repair Internet switches and routers

Fayette Nursing & Rehab, Fayetteville, WV

*Certified Nursing Assistant, Sept 2018- May 2020*

* Take vital signs
* Collect information about conditions and treatment plans from caregivers, nurses, and doctors.
* Examine patients for bruises, blood in urine or other injuries/wounds

Walmart, Ripley, WV

*Cashier, June 2017- February 2018*

- Receive payment by cash, check, credit cards, vouchers, or automatic debits.

- Assist customers by providing information and resolving their complaints.

- Process merchandise, returns, and exchanges.

Dairy Queen, Ripley, WV

*Crew, February 2015- December 2017*

- Train workers in food preparation, and in service, sanitation, and safety procedures.

- Estimate ingredients and supplies required to prepare a recipe.

- Communicate with customers regarding orders, comments, and complaints.

Ripley High School, Ripley, WV

*Information Technology Assistant, August 2016 - Mary 2017*

- Answer user inquiries regarding computer software or hardware operation to resolve problems.

- Set up equipment for employee use, performing or ensuring proper installation of cables, operating systems, or appropriate software

- Maintain records of daily data communication transactions, problems and remedial actions taken, or installation activities.

**Education**

FreeCodeCamp Bootcamp, Online

*Front-End Development, April 2023 - present*

Marshall University, Huntington, WV

*Information Systems Security, January 2020 - August 2022*

Raleigh Center, Daniels, WV

*Certified Nursing Assistant, June 2018 - August 2018*

Roane Jackson Technical Center, Leroy, WV

*Computer Repair, August 2016 - May 2017*

Ripley High School, Ripley, WV

*High School Diploma, May 2017*

**Relevant Skills**

* HTML
* CSS
* JavaScript
* React
* NextJS
* Communication, Multitasking, Organization
* Initiative and problem-solving abilities
* Dependability

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