Dean Gadberry

Webpage: www.DeanGadberry.com
GitHub: www.github.com/DeanGadberry
Email: Dean@DeanGadberry.com
Phone: 469-420-0771

SUMMARY

Skills include: Relationship-based team management; Therapeutic client management; Teaching primitive skills; Tutoring introductory through undergraduate mathematics, computer programming, linux, chemistry, and biology; Front-end web development; Website database design; Technical Writing; LaTeX; Adobe Acrobat; Microsoft Office 365; Unix core utilities; Working on a `systemd` Linux system; Git and GitHub.

PORTFOLIO

Web-Based Manufacturing Process Tracking *Website Database Development*
Full-Stack AWS-hosted ERP-style software, built for Classy Closets of DFW using Django.

EDUCATION

UofN School of Biblical Studies *Kansas City, USA*
Certificate in Inductive Biblical Studies *2021*

UofN School of Missions *Dubai, UAE; Beirut, Lebanon*
Certificate in Cross-Cultural Missions *2020*

UofN Discipleship Training School *Newcastle, Australia; Gorkha, Nepal*
Certificate III in Discipleship *2019*

Heritage Schools *Provo, Utah, USA*
High School Diploma *2016*

EMPLOYMENT

Classy Closets of DFW *Grapevine, TX, USA*
Accounts Payable/Receivable & Payroll; Closet Installer *April 2022 to present*

- Conduct full cycle Accounts Payable/Receivable function. Prepare Check Deposits. Post Deposits to QuickBooks. Process and enter all A/P invoices and expense reports into QuickBooks, including ensuring correct General Ledger account coding. Print, sign, and mail payments to vendors. Balance checkbook by reconciling bank statements against QuickBooks General Ledger.
- Conduct weekly Payroll function: Review employee time punch edits. Manage payroll files and other record keeping, including tracking commissions and employee loans. Process employee compensations with QuickBooks and Intuit. Pay company taxes through EFTPS.
- Write standard operating procedures for the above roles.
- Develop Manufacturing Process Tracking software.

North Central Texas College *Flower Mound, TX, USA*
Math & Science Tutor *January 2023 to present*

- Provide one-on-one tutoring sessions to students in math-related courses, such as algebra, chemistry, and biology.
- Assist students with homework, test preparation, and understanding mathematical concepts.
- Provide one-on-one tutoring sessions to students in computer-related courses, such as Computer Programming Fundamentals, and Introduction to Linux

Amazon Fulfillment Center *Columbia, SC, USA*
Warehouse Inbound Indirect Team Lead *January 2022 to March 2022*

- Receive and distribute inbound merchandise from truck to stower.
- Correspond between dapartments at peak hours.
- Organize and prepare warehouse floors for stower distribution.

MESA Mexican Cuisine   *Grapevine, TX, USA*
Manager On Duty; Bartender; Server   *July 2018 to July 2020*

- Manage nightly operations to efficiently meet customer service demands and store profitability. Provide direction and leadership to restaurant staff. Finalize preparation of outgoing dishes.
- Mix and serve drink orders.
- Provide table side food-service.

Wingate Wilderness Therapy   *Grand Staircase-Escalante, UT, USA*
Field Instructor   *March 2017 to April 2018*

- Care for at-risk youth in a therapeutic environment. Resolve interpersonal conflict between clients. Prepare weekly reports about client interactions and significant events. Administer prescription and over-the-counter medications to minors and adults.
- Trailblaze as a cross-country backpacking guide. Navigate using traditional methods with a map and compass.
- Teach primitive skills. Create fire with sticks and string daily as a means of survival and for cooking. Craft leather shoes, bags, and primitive backpacks. Identify edible and dangerous plants. Use nature's resources as a means of survival.

ACE Hardware   *Long Beach, CA, USA*
Retail Staff   *September 2014 to January 2015*

- Operate point-of-sale software.
- Provide customer service at checkout and in aisles.
- Present merchandise in an intuitive manner using vertical merchandising techniques.
- Organize and restock shelves.