

Dean Gadberry

Webpage: www.DeanGadberry.com

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GENERAL INFORMATION

Citizenship: United States

Fluent languages: English

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 departments at peak hours.
- Organize and prepare warehouse floors for stower distribution.

EMPLOYMENT (CONTINUED)

MESA Mexican Cuisine

Manager On Duty; Bartender; Server

Grapevine, TX, USA

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

Field Instructor

Grand Staircase-Escalante, UT, USA

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

Retail Staff

Long Beach, CA, USA

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.