

Devanté Williams

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WORK EXPERIENCE

Dun & Bradstreet, Building A, 7700 West Parmer Lane, Austin, TX 78729

—*Government Customer Service Response Specialist*

September 2017- Present

My role here is to create and or modify DUNS numbers for new and existing businesses so they may receive grants from the Federal Government. I am responsible for locating information regarding bankruptcies and ensuring that the business is legitimate and operational by searching through our company's business registration database as well as the Secretary of State websites. Additional duties include: forwarding financial statements and balance sheets to specific departments, working with other departments via Skype/email to accomplish more intricate tasks such as linking and unlinking foreign parent companies, subsidiaries or branches, and directly communicating with government officials, company leadership, attorneys, and directors via phone/email, to confirm the integrity of the documents provided by the customer through our online webform. I am expected to meet a quota of cases closed per day as well as maintain a high level of customer service while working independently. I have experience with Salesforce .

First Convenience Bank, 2701 S Interstate 35 Round Rock, TX 78664

—*Personal Banker Lvl 3*

Sept 2016- Sept 2017

Responsible for meeting monthly quotas for new checking accounts and direct deposits all while performing basic banker transactions such as consumer loan applications, deposits, withdrawals, cash advances, etc. I was responsible for performing monthly and random internal audits on the safe with a coworker. Also responsible for \$10,000 drawer limit as well as retaining loan paperwork, and other documents deemed necessary by our audit department. I gained additional experience in cold approach selling.

EDUCATION

- Pflugerville High School, 1301 W Pecan St, Pflugerville, TX 78660

— *High School Diploma*

August 2011 - June 2015

Took part in extracurricular activities such as Baseball and marching band.

- Austin Community College, 11928 Stonehollow Dr, Austin, TX 78758

— *In Progress*

Aug 2015 - Present

Currently majoring in Computer Science. I plan to finish my basics at Austin Community College and then transfer to University of Texas to pursue a Computer Science degree.

SKILLS

- I am able to implement programming languages such as Javascript, JQuery, and JSON effectively.
- I am able to implement CSS frameworks such as Bootstrap, Materialize and Bulma to build professional, dependable websites.
- I understand version control. I have utilized Github mainly.
- I am able to deploy live-responsive websites.
- I understand how to utilize and leverage APIs to create web applications.
- Basic knowledge of computer science and data structures.
- I have experience with Salesforce and Company mainframes
- Basic knowledge of computer science and data structures.
- I am able to market and sell products effectively with a cold approach.
- I possess a high level of integrity.
- Great attention to detail.
- I am familiar with bank regulations and currently hold a Personal Banker certification .