

EDWINA BURTON

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GitHub <https://github.com/E-Burton> | **LinkedIn** <https://www.linkedin.com/in/edwina-burton/>

Summary

Motivated and pragmatic individual, passionate about Web Development.
Quick learner and natural leader, who takes initiative and seeks new challenges.

Technical Skills

- Web Development
 - HTML5
 - CSS3
 - JavaScript
 - AJAX
- jQuery
- Node.js
- Bootstrap
- Forecasting & Trend Modeling
- Programming Familiarity (Python & R)

Soft Skills

- Analytical Reasoning & Data Intuition
- Reporting & Presentation
- Interpersonal Skills
- Microsoft Proficiency (Excel, Word, PowerPoint, Outlook)

Experience

Workforce Management Analyst | Hagerty – Golden, CO | June 2017 – Current

- Identify data trends or abnormalities to produce weekly volume forecasts
- Complete ad-hoc analysis and produce monthly reports
- Make proactive adjustments to meet coverage and company service objectives
- Handle schedule-related requests (e.g. PTO, shift swaps, overtime, training)

Licensed Sales Agent | Hagerty – Golden, CO | November 2016 – June 2017

- Carefully assessed client needs and provided personalized customer service
- Analyzed applicant risk factors
- Mentored agents in new hire training

Server & Assistant Manager | Subway, Gunther Toody's & The Cheesecake Factory – Littleton, CO | May 2010 – April 2017

- Excellent focus, attention to detail, organization, and time management
- Strong communication
- Skillful crisis management and problem solving
- Flexible and stress tolerant in high-demand settings

Education and Training

Metropolitan State University of Denver | Denver, CO | December 2015
Bachelor of Arts Mathematics, *Concentration in Probability and Statistics*
Minor in Financial Services

University of Denver Coding Bootcamp | Denver, CO | September 2020 – Present
An in depth and rigorous 24-week course designed to develop the skills needed for front and backend web development.