

GUILLIAN PRINCE (SHE/HER)

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SUMMARY

Passionate coding apprentice and driven Marketing student with proficiency in Front-End Web Development seeking to develop her career within the tech industry. My previous non-tech roles and education have made me adaptable. They have taught me to go the extra mile with creative ways for continuous growth with the intent to become a well-rounded professional and individual.

SKILLS

- HTML
- CSS
- JavaScript
- Git
- Microsoft Office Suite
- Workflow analysis
- Bilingual in English + Spanish
- Receptive Learner
- Interpersonal Relationships
- Effective Communicator
- Teamwork + Collaboration
- Time Management

PROFESSIONAL EXPERIENCE

11/2021 - Present

RoadtoHire Coding Apprentice

RoadtoHire — Charlotte, NC

- Participated in a 6-month immersive Coding Apprenticeship, in which I learned considerable skills in technical and professional development. These provided the skill set and foundation of a well-rounded technical professional.
- Completed coursework under the professional development umbrella, which up-leveled my proficiency in public speaking, presentation, feedback, radical candor, and overall professional growth.
- Portrayed proficiency in HTML, CSS, JavaScript, GitHub, and Node.js by working in projects ranging from;
 - [Tutor Scout: a tutor finder app](#)
 - [Project Empower: a social justice site for abuse victims](#)
 - [Human Design Shop: an e-commerce site](#)

08/2019 - 11/2021

Human Resources Technician

City of Kannapolis — Kannapolis, NC

- Maintained and handled confidential employee records, new hire documentation, pay transaction requests, and disciplinary actions.
- Worked as a liaison between Human Resources and cross-functional teams: Engineering, Water Resources, Transportation, and Environmental Services. Serving 100+ employees.
- Prepared new employee files; structured current employee files; recorded and uploaded documentation to Munis (employee record-keeping software).
- Prepared payroll documents in Kronos (payroll processing software) and maintained department position control.
- Coordinated schedules for Assistant City Manager and other Public Works divisions.
- Maintained vacancy records and completed staffing requisitions to ensure departments were fully equipped with personnel.
- Aided the Assistant City Manager and other Department Directors with clerical duties.
- Assisted with the documentation of employee dismissals and provided completed and entirely executed documents to Human Resources.

01/2019 - 08/2019

Human Resources Receptionist

GEM Management, LLC — Charlotte, NC

- Adhered to office management duties by keeping the office organized, handled paperwork, filing, bookkeeping, sorted and delivering mail, and kept office supply inventory.
- Processed business identification cards and bank accounts.
- Maintained and distributed confidential employee records, new hire documentation, training materials, and benefits.
- Reviewed candidate files, references, and background checks.
- Answered phone calls daily; directed clients to the correct departments and addressed questions and concerns.
- Completed employment and background verification through I-9 via E-verify.

EDUCATION AND TRAINING

2019 - Present

Bachelor's Degree in BSN Business Administration concentration in Marketing

The University of North Carolina at Pembroke — *Pembroke, NC*

Completed 141 credit hours in courses including Ethics, Business analytics, Organizational Management, and Spreadsheet and Database.

Expected graduation May 2022

GPA: 3.94/4.0 Deans list for the duration of the program

LEADERSHIP + SERVICE

Charlotte Flyers Pathfinder Club

- Received extensive training in life and survival skills.
- Completed Teen Leadership Training for teamwork, discipline, and resourcefulness.

Youth and Young Adult Leader

Pursuit Worship Ministry — *Charlotte, NC*

- Planned and posted special events on social media.
- Worked with teams to organize events and connection groups for youth.
- Helped plan events such as the Revive Youth Rally and Awaken Conference that served 200+ youth and young adults.

Volunteer

Angel Tree Ministries — *Charlotte, NC*

- Angel Tree is a program of Prison Fellowship that aids incarcerated parents in solidifying and restoring relationships with their children. With the help of local churches and their members, children are provided Christmas gifts through sponsorships. These gifts remind children that they are loved and cherished even though their incarcerated parent cannot be physically there. The most meaningful part is that, along with the gifts, they receive a letter from their parent that is incarcerated.
- I served as a bilingual coordinator by inviting the Spanish-speaking guardians to provide information for their child's Christmas wish list and needs. I would then give the list to the sponsors and ensure the gifts were purchased to be presented to the child.

Volunteer

HELPS Education fund — *Charlotte, NC*

- I served as a reading tutor to third graders to aid in advancing learning outcomes for students.

Women in Tech Employee Resource Leader

Road to Hire — *Charlotte, NC*

- Served as an Employee Resource Group (ERG) leader and coordinated events, discussions, and professional growth opportunities. Through this ERG, we hoped to create a network of women in tech while at the same time creating a safe space to share the challenges we face in this field.

2020- 2021

NAACP Member

National Association for the Advancement of Colored People

- The Mission of the National Association for the Advancement of Colored People is to ensure the political, educational, social, and economic equality of rights of all persons and to eliminate racial hatred and racial discrimination.

ACCOMPLISHMENTS

GEM Management, LLC - Awarded Employee of the Month in the second month of employment.

PHI THETA KAPPA - Member of the Honor Society of Community Colleges.