

Richard Hall

Professional Summary

Administrative professional and full stack web developer with five years of experience working in a fast-paced office environment; trained in Front End and Back End languages and tools for web development.

Web Development Projects

"Sellify" *Keeping Home Sellers and Realtors Connected*

Github: <https://github.com/KKaraman/wickedJackrabbits>

View: <https://wjrsellify.herokuapp.com/>

Sellify was created by a 4-person team. Our goal was to create an app that informed home sellers of the current status of their home selling process using input from their real estate agent. It provides the realtor an easy way to enter in buyer feedback and instantly show the seller all offers. During Development, I designed and implemented the front-end aesthetics with CSS and helped route and generate pages with React.js. The app is fully functional with additional features in the process of being added.

"Book Club" *Social Media for Book Reviews*

Github: <https://github.com/jiji-smith/project2>

View: <https://enigmatic-hamlet-33609.herokuapp.com>

Book Club was a 4-person cooperative project for an application where a user can create an account, look up a book, write/edit reviews, and read reviews written by other people. I was responsible for designing the user interface with HTML, CSS, and Javascript. This project tested our ability to make and use databases and deploy it through Heroku. This app is fully functional.

Professional Work Experience

Texas Concrete / Feb 2017 – May 2020

Operations Support - Feb 2017- May 2020

- Managed 90+ employees' timecards
- Maintained stock and disseminated Personal Protective Equipment (PPE) for five plant locations in central Texas
- Placed orders for PPE, tools, office supplies, and equipment for our batch offices and Quality Control department

- Created, tracked, and followed up with quotes for prospective construction clients up to \$10,000,000
- Provided technical support and maintenance for multiple information systems (Trackit, Infield, Middleware)
- Designed company logos for equipment and employee profiles for company catalogue using Adobe Photoshop

Office of the Attorney General / Oct 2015 – Oct 2016

Administrative Assistant I October 2014-October 2016

- Directed Calls, Distributed Mail, Greeted Guests
- Scanning, Copying, Printing, Faxing Docs
- Proofreading, Redacting, Condensing Docs

Languages

- HTML
- CSS
- Javascript

Databases

- MySQL
- MongoDB
- Heroku

Tools and Programs

- Visual Studio Code
- Github and Git
- Bootstraps
- 3rd Party Web APIs
- Microsoft Office Suite
- M.E.R.N.
- Adobe Photoshop
- JQuery
- Object Oriented Programs
- Mozilla Devtools
- Chrome Devtools

Education

University of Maryland 2010-2014

B.A. - Theatre

B.A. - Classical Literature and Languages

University of Texas Austin - Coding Bootcamp 2020

Certificate for Full Stack Web Development

Contact

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