JOY GOODWIN

Katy, TX

Phone: (713) 306-0821 | Email: jgoodwin0759@yahoo.com | Portfolio: Write out Link

SUMMARY

Analytical problem solver who enjoys new challenges. Proven dependability shown in my advancement from support staff to management within every company. Communicate effectively with people of all levels whether executives or facilities workers. Extremely dependable and always maintains an upbeat attitude.

RELEVANT EXPERIENCE

Office Manager   2001 – Present
Balanced Health & Wellness   Houston, TX
Handle customer scheduling, research and resolve customer or office issues, maintain inventory, post client activity to Quickbooks, develop marketing campaigns using Constant Contact to promote specials.
Key Accomplishments:
- Maintain scheduling and customer service for 500+ clients a month
- Coordinate marketing and promotional campaigns for our 3,200+ clients
- Planned and executed special events including bi-annual open houses
- Created Excel database to track client activity and ship promotions to target cohorts

Trade Floor Manager   1991 – 2001
JE Roberts   Houson, TX
Add a brief description here of your responsibilities; utilize transferable skills (e.g. communication, critical thinking) to correlate with role of interest. Use past or present verbs to begin sentences (be consistent with verb tense for each role)
Key Accomplishments:
- If applicable, bullet-point 2-4 key value-adds or recognitions, i.e., awards, nominations, special assignments, leadership, praise, etc.

ADDITIONAL EXPERIENCE

Title of your role   Year – Year
Company Name   City, ST

PROJECTS

[Repeat this format for 3-4 projects that are ready to be employer-facing]

Project Name | Link to Github | Link to Deployed Project [always write out link address]
- Short summary of project (1-2 lines)
- Your core responsibilities in project (1-2 lines)
- Tools / languages used

EDUCATION

Bootcamp Certificate:University, City, ST [Bootcamp should be listed first]

A 24-week intensive program focused on gaining technical programming skills in HTML5, CSS3, Javascript, JQuery, Bootstrap, Firebase, Node Js, MySQL, MongoDB, Express, Handelbars.js & ReactJS. Program Summary optional

Degree or Certification: School, City, ST