



Sally Jones

CAREER SUMMARY

- § Organized events and corporate meetings with 400 – 500 participants for two divisions of Fidelity Investments
- § Seasoned professional with 10 years of experience in web development, 5 years in Executive Administrative support and 3 years in food and beverage industry
- § Key leader in cross-functional team to complete required tasks, within business plan and budget
- § Strong time management and organization skills
- § Project management experience
- § Excellent communication skills
- § Ability to interact with various levels of management and staff with diverse backgrounds
- § Detail orientated, ability to multi-task and meet deadlines
- § Ensure day to day tasks are completed while pursuing longer term goals
- § Thrives in dynamic fast paced environment and adapt to shifting of requirements.

SKILLS

- § CSS3, DHTML, HTML5, Homesite, Dreamweaver, JavaScript, Flash, Rational's ClearCase
- § Photoshop, Microsoft Office Applications, UNIX

WORK EXPERIENCE

8/2013 – present Web Developer/Sales Associate, RiverBlend & Company, Oakland, CA

- § On going update of the RiverBlend & Company website.
- § Overhauled store's website to improve performance and Search Engine Optimization.
- § Manage the company's social media pages and publish e-mail campaigns to announce in-store promotions.
- § Meet and greet customers and assist in the sales of small appliances.

1/2012 – 6/2013 Wine Consultant, Yankee Distribution LLC, Westborough, MA

- § Expanded business into new territory through on-premise sales presentation to restaurants and retail liquor stores.

5/2011 – 12/2011 Sales Representative, Abacus Distributor, Southbridge, MA

- § Increased the number of accounts in my territory by 90% for the distribution of fine wines and spirits.

10/2010 – 2/2011 HTML Programmer, (3-Months Contract Position) Groe Advisors LLC, Southborough, MA

- § Created dynamic web pages for the redesign of Honeywell: Heaters, Air Purifiers and Humidifiers Kaz website and Vicks: Vaporizer, Humidifiers and Thermometers website.

7/2010 – 10/2010 Cook/Chef, Not Your Average Joe's, Acton, MA

- § Responsibilities included the Garde Manger station.

4/2010 – 7/2010 Prep Cook, Boston Café and Catering, Woburn, MA

- § Assisted Executive Chef and Sous Chef in hot food prep for banquets and corporate lunches.
- § Worked as Event Chef to plate hors d'oeuvres, prepare hot food and attend to serving stations.

11/2009 – 4/2010 First Cook (Internship), Legal Seafood, Framingham, MA

- § Course requirement to complete degree program.
- § Responsibilities included work in the Pantry Station. Attended pre-meal meetings with Sous Chef.
- § Assisted at the Expedite Station, opened the Raw Bar and worked at the Prep Station.

7/2006 – 7/2008 Senior Software Engineer, Fidelity Investments, Boston, MA

Web Developer, responsibilities included quick content updates for the Fidelity Corporate Retail Customer Website. Assistant manager for our offshore web development team.

- § *Responsible for weekly corporate homepage which consist of updating the center well links, TOC and bricklet updates as requested.*
- § *Created Landing pages ran script to update the Year-end and Funds Distribution page edits.*
- § *Lead HTML developer for the redesign of the Video and Podcasts page; maintain updates as required, which include creating the new XML file for new videos and podcasts.*
- § *Content Manager / Developer for Quick Content request as assigned daily which consist of ongoing page editing, redesign and creating new web pages using homesite under the Investment Products and Planning and Guidance navbar tabs.*
- § *Managed Quick Content request queue:*
 - *Reviewed and assigned HTML request based on skill set level of the Quick Content on shore and India off shore developers.*
 - *Ensured that request provided clear directions and contained the necessary component needed to meet the business required launch date.*
 - *Managed business expectation in regards to realistic timeframes based on requirements resources both development, QA and other priorities.*
- § *Maintain Quick Content Code Review checklist to ensure that the developers are using best practices.*

6/2000 – 7/2006 Web Developer, Fidelity Investments, Boston, MA

- § *Responsibilities included web development for the College and Retirement Retail Website. Created dynamic web pages as assigned, as a development project lead.*
- § *Worked as part of a team, which included a design lead, a QA lead, a project manager and business partner.*
- § *Created HTML templates for development reuse.*

5/1998 – 5/2000 Senior Executive Secretary, Fidelity Investments, Boston, MA

- § *Managed calendar and coordinated travel plans for Executive Vice President, as well as planned and coordinated corporate meeting events. Held events at the following venues including: The Ritz Carlton, Marriott Long Wharf, Boston Billiard, The Science Museum, Thompson Island, Omni Park House and The World Trade Center Boston.*
- § *Supervised the Receptionist and appointed Department Head Secretary*

9/1993 – 5/1998 Executive Secretary, Fidelity Investments, Boston, MA

- § *Managed calendar and coordinated travel plans for Vice President, as well as planned corporate meeting events internally and externally for staff of 400.*

EDUCATION

8/2008 – 2/2010 Le Cordon Bleu College of Culinary Arts, Cambridge, Massachusetts

- § *Graduated: Associate of Applied Science and Chef Diploma*

1999 – 2000 Northeastern University, Boston, Massachusetts

- § *Completed several Web Development courses: Web Development with HTML, Advance HTML with CGI Programming and Image Editing for the Web*

REFERENCE: Available upon request.