

Jennifer M. Grudi

Objective Seeking a challenging and growth oriented position that will best maximize my strengths, skills, knowledge and experience.

History September 2016 – present *Mined Minds* Waynesburg, PA

Software Apprentice

Collaborated with designers, developers, and project lead(s) working on both web and mobile applications throughout all phases of development, from product inception to production. Implemented web interaction design best practices, with a focus on consistency and usability. Created website layouts and user interfaces using standard web development technologies. Developed client-driven features, applications, and infrastructure using HTML, CSS, Ruby, JavaScript, SQL, pair- programming.

September 2015 – September 2016 *Ulta* Washington, PA

Beauty Adviser/ Lead Cashier

Knowing all technologies with the computer program in order to teach other beauty adviser how to help clients checked out as fast as possible. Knowing all product in store and it's location in order to provide excellent customer service skills. Stage store according to diagrams and product provided by district. Stoke shelves and greet customers as they enter the store.

October 2012 – January 2014 *Victorian Finance LLC/Stalwart Insurance* Bridgeville, PA

Customer Service/Appraisal Coordinator

Quoting customer for homeowner's and auto insurance. Making changes in policies. Calling prospective clients and letting them know what our company has to offer. Sorting mail and filing paperwork needed for each client. Setting up appraisal appointments for new loans. Reviewing appraisals and sending them to loan officers once ready. Making sure all appraisals come in on due date and follow if changes need made for loan approvals.

February 2010 - April 2011 *Victoria's Secret* Washington, PA

Sales Associate

Responsible for knowledge of all products in order to provide an excellent shopping experience. Make sure shelves are stocked and clean at all times. Ordering shelves by size and ROYGB color in order to find production easier for both clients and sales representatives. Responsible for cash register and answering phone calls.

June 2005 - November 2009 *Point 360* Hollywood, CA

Production Coordinator/ Account Manager

Manage multiple high profile, high volume projects with extremely tight deadlines, which include film to tape re-mastering project for both domestic and international distribution clients. Evaluate rejected material from clients and developed a course of action to correct the issue while keeping client updated. Learned the value and importance of time management and planning ahead, as the majority of work involved syndication, meeting feed and shipment deadlines, as well as working in collaboration with the Commercial Integration Group.

Education	1996 - 1999	<i>Polytechnic High School</i>	Sun Valley, CA
	High School Diploma – General		
	2016 - 2016	<i>Mined Minds</i>	Waynesburg, PA
	Full Stack Web Development Course		

Skills Sustain experience and outstanding Customer Service skills. Accustomed to work in fast paced environments with the ability to think quickly and successfully handle difficult customers. Ability to work well with others. Microsoft Programs (Word, Excel), SQL, Ruby, HTML, CSS, Ajax, Swift, Javascript, and fluent in Spanish.