Detail-oriented and solutions-driven professional with 10+ years of experience in administrative and consulting roles, now transitioning into full-stack web development. Equipped with strong problem-solving skills, a keen eye for process optimization, and a passion for learning cutting-edge technologies. Eager to leverage my client relations and technical skills to deliver innovative, user-friendly solutions

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**SKILLS AND QUALIFICATIONS**

* Programming Languages: JavaScript, Python, SQL
* Web Development: HTML, CSS, jQuery, React, Node.js, Angular, Flask, Django
* Database Integration: MySQL, MongoDB
* Operating Systems: Windows
* Tools and Technologies: Visual Studio Code, GitHub, Microsoft Office 365 (SharePoint, Word, Excel, PowerPoint, Visio, Teams)
* Excellent communication skills, verbal and written
* Excellent organizational and time management skills

**EDUCATION**

**Full Stack Web App Development Diploma** Expected graduation Oct. 2024  
Canadian Business College  
  
**Projects included:**   
Online Marketplace – Django  
Budget Tracker, Desktop Cleaner, Hangman game, Language Learning App - Python  
Online Bookstore - MERN Stack  
Recipe Book, Weather App, To-Do-List – JavaScript & jQuery  
Online Restaurant - HTML, CSS

**RELATED EXPERIENCE**

**BGRS**    
**Web Content Specialist**    **2010 – 2022**  
*Role eliminated as part of company-wide restructuring*

* Built and maintained SharePoint sites
* Supported onboarding new clients and updating existing clients to ReloAccess.com
* Responsible for standard web content maintenance including but not limited to:
* Uploaded material on website, ensured content was kept up to date
* Provided support to new and existing clients
* Provided ongoing training to support team on responding to content requests in a timely manner

**Key Achievements:** Received a Customer Service Award 2008

**PROFESSIONAL EXPERIENCE**

**BGRS**    
**Relocation Property Consultant 2005 – 2010**

* Acted as the single point of coordination to relocate an employee/family for a high-volume client service environment. This included relocations in Canada and the United States.
* Partnered with local real estate brokers and appraisers to support corporate employee transfer needs
* Managed, administered, and coordinated employee relocation policies.
* Provided the highest level of service within the scope of the relocation policy/program.
* Implemented innovative marketing strategies to facilitate the sale of the employee's home to minimize costs of relocation
* Assisted relocating employees and service providers with the purchase and sale of homes
* Worked with property management company to minimize carrying cost to client
* Coordinated and oversaw the delivery of third-party services