Kayla Bacon

(801) 755-7933
Kaylarosebacon@gmail.com

Reliable student seeking opportunity to expand skills and gain valuable experience. Looking to maintain a position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

EXPERIENCE

Utah Valley University, Orem, UT — Web Programmer

September 2021 - PRESENT

Works in collaboration with Web Developers to ensure that all UVU public and intranet web sites/systems are functioning correctly. Work with departments across campus to support and develop web pages. Uses CMS Solution (OMNI CMS) to build and update web pages.

University Of Utah, Salt Lake City, UT— *Web Content Intern*

April 2021 - August 2021

Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content. Reviewed and edited final pages for accuracy, Provided front -end website development using Drupal and Cascade Completed tasked projects within a timeline

ROI Solutions, Lindon, UT — *Customer Service Representative*

August 2020 - April 2021

Answered customer telephone calls promptly to avoid on-hold wait times. Responded to customer requests for products, services and company information. Handled inbound customer chat/email conversations

EDUCATION

Utah Valley University, *B.A.S Software Development*

August 2021- Projected May 2025

Utah Valley University, *A.A.S Web Development And Design*

August 2021- Projected May 2023

Herriman High School, High School Diploma

June 2021

SKILLS

· Attention to Detail

· Multitasking

· Google Applications

· Microsoft Office

· Reliable and Punctual

· HTML/CSS

· Javascript

· Bootstrap

· Adobe Suite

· Media Queries

· CMS Solutions (Drupal/OMNI/Wix/Wordpress)

LEARNING

· Python

· SQL

· Flutter/Dart

LANGUAGES

Spanish