Keith Black

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Objective

Hard-working individual with proficiency in HTML, JavaScript, and CSS, as well as ability to communicate effectively in a team setting, and possessing a strong willingness to learn from an experienced team as a Junior Web Developer.

Technical Skills

Languages: JavaScript ES6+, CSS3, HTML5, SQL, NoSQL
Applications: GitHub, MongoDB, MySQL, Postman, Insomnia
Tools: Node, Query, Bootstrap, Foundation, Handlebars, Express, Heroku

Projects

Haggle | github.com/domrafiti/ProjectTwoHaggle | haggle-proj.herokuapp.com/

• Summary: A bartering and trading application

• Role: Html, CSS, and assisted JavaScript

• Tools: HTML, CSS, JavaScript, Foundation, API's

Concoctions | github.com/glchavez/Project-One | glchavez.github.io/Project-One/

• Summary: An application that provides recipes

• Role: Html, CSS, and assisted JavaScript

• Tools: HTML, CSS, JavaScript, Foundation, API's

Taker of Notes | https://github.com/Kblack4290/Taker-Of-Notes | the-taker-of-notes.herokuapp.com/

• Summary: An application where the user can take and reference notes

• Role: Sole author

• Tools: HTML, CSS, JavaScript, Express, Node

Education and Certification

Full Stack Flex Course **December 2020-June 2021**
University of Denver (https://bootcamp.du.edu/coding/)
Trilogy Education Services
Denver, Colorado

Bachelor of Science **December 2013**
Major: History Minor: Business Administration
State University of New York at Plattsburgh
Plattsburgh, New York

Experience

Robert Half/ Shane Co., Denver, Colorado February 2021 - Present
QA Data Analyst

• Performed testing in DEV, QA and Pre-Production environment.

• Experienced in manual testing, website quality, and hotfixes.

• Developed, executed, and updated functional and regression test suites.

• Worked with QA manager to accurately assess defect severity and priority.

• Used applications like Browser Stack to ensure the website was functional on a variety of devices and browsers.

• Reported and recorded detailed information about all issues experienced throughout testing.

• Performed Peer review for every regression test suits.

• Worked on SAP (CRM & ECC), Executed queries – to manage the ERP system.

• Coordinated with external testing teams to provide proper feedback procedures as well as guidelines for issues

clarity and accuracy.

- Executed System Testing by linking customer from Hybris to CSC application.
- Evaluated issues that users encounter during user acceptance testing to determine impact.
- Worked as a production support team member and resolved the production issues.

Cornerstone Apartment Services, Denver, Colorado October 2017 – December 2020
Portfolio Manager
- Managed 335 Apartments in various properties from small multi-family homes to large apartment buildings totaling over $50,000,000 in assets.
- Managed a team of maintenance technicians and oversee completed maintenance work to ensure the quality and service to residents.
- Serviced and prioritize resident's maintenance requests.
- Conducted negotiations and create relationships with third party vendors.
- Maintained quality resident relations and customer service.
- Implemented resident retention strategies.
- Weekly meetings with leasing to brainstorm, organize, and implement leasing strategies.
- Meet with investors and clients to review property goals and improvements.
- Effectively reduce delinquency to increase NOI.
- Optimized rental income and improve curb appeal.
- Developed and oversee the budget and financial reports to maximize profitability.
- Consistently reach monthly budget and collection goals.
- Maintained monthly budget and prepare bonus summaries, month end reports and leasing summaries.
- Oversaw and control Capital Expenditure Projects to meet or exceed budget expectations.

eBay, Beacon, New York April 2016 – January 2020
Online Retailer
- Created, marketed, and managed successful online retail business with over $3,000 per month in sales.
- Responsible for all bookkeeping, shipping, public relations, purchasing and quality assurance.
- Promoted business through social media sites, Facebook, and Pinterest.
- Efficiently managed inventory of over 500 items with constant flow of units into and out of the storage area.
- Able to satisfy multiple client orders and maintain excellent feedback rating of over 99%.

Areas of Strength

Communication ▪ Adaptability ▪ Problem Resolution Critical Thinking ▪ Creativity ▪ Customer Service ▪ Learning Agility ▪ Analytical Abilities ▪ Dependability ▪ Client and Customer Retention ▪ Leadership

Computer Skills

Microsoft Office – Excel, Outlook, Word, PowerPoint and Publisher ▪ Google Suite – Gmail, Drive, Docs, Sheets and Meet ▪ VS Code ▪ GitHub ▪ GitLab ▪ Git Bash ▪ Postman ▪ Insomnia ▪ Node ▪ Express ▪ MySQL ▪ MongoDB ▪ Bootstrap ▪ JavaScript ▪ JQuery ▪ API ▪ CSS ▪ HTML ▪ DocuSign ▪ SAP ▪ CSC ▪ JIRA ▪ Adobe ▪ Yardi ▪ OneSite

References available upon request.