Keith Black

Denver, Colorado 80231
(845) 625-9783
Keithblack4290@gmail.com
LinkedIn: /kblack4290   Portfolio: kblack4290.github.com GitHub:/kblack4290

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.

Areas of Strength

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

Technical Skills

Languages: JavaScript ES6+, CSS3, HTML5
Applications: GitHub, GitLab, Virtual Studio Code, GitBash
Tools: Node, Query, Bootstap, Foundation, Various API's, Postman

Projects

Concoctions | github.com/glchavez/Project-One | github.com/glchavez/Project-One
- Summary: An application that provides recipes
- Role: Html, CSS, and assisted JavaScript
- Tools: HTML, CSS, JavaScript, Foundation, API's

Workday Planner | github.com/Kblack4290/Work-Day-Planner | kblack4290.github.io/Work-Day-Planner/
- Summary: A day planner to help the user organize their day
- Role: Sole author
- Tools: HTML, CSS, JavaScript, JQuery, Bootstrap, Google Fonts, Moments API

Password Generator | github.com/Kblack4290/Password-Generator | kblack4290.github.io/Password-Generator/
- Summary: An application that generates a random password between 8-128 characters
- Role: Sole author
- Tools: HTML, CSS, JavaScript

Education and Certification

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

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

Experience

Cornerstone Apartment Services, Denver, Colorado   **October 2017 – Present**
Portfolio Manager
- Manage 335 Apartments in various properties from small multifamily homes to large apartment buildings totaling over $50,000,000 in assets
- Manage a team of maintenance technicians and oversee completed maintenance work to ensure the quality and service to residents
- Service and prioritize resident's maintenance requests
- Conduct negotiations and create relationships with third party vendors
- Maintain quality resident relations and customer service
- Implement 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
- Optimize rental income and improve curb appeal
- Develop and oversee the budget and financial reports to maximize profitability
- Consistently reach monthly budget and collection goals
- Maintain monthly budget and prepare bonus summaries, month end reports and leasing summaries
- Oversee 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
- Promote business through social media sites, Facebook, and Pinterest
- Efficiently managed inventory of over 500 items with constant flow of units into and out of storage area.
- Able to satisfy multiple client orders and maintain excellent feedback rating of over 99%

Emery & Webb Insurance, Fishkill, New York   **January 2015 – January 2017**
Business Development Representative (2016-2017)
Client Service Representative (2015-2016)
- Responsible for developing, managing, and organizing sales
- Developed and maintained prospect & client relationships
- Made 100 daily outbound cold calls to prospects
- Produced mass marketing emails detailing new promotions and services using Outlook and MailChimp
- Generated and qualified prospective leads to build up our sales department pipeline
- Scheduled sales appointments for producers in their specific territories
- Organized paperwork and computer data in prospect file for future reference.
- Researched new developments in marketing and technology that could apply to company's strategy
- Reviewed, edited, and processed clients' insurance policy and account information.
- Invoiced clients' insurance packages and co-payments
- Managed, updated, and utilized company's social media accounts for marketing purposes
- Consistently met team quarterly and annual sales goals ($2,000,000 in premiums annually)

Computer Skills

Microsoft Office – Excel, Outlook, Word, Power Point and Publisher ▪ Google Suite – Gmail, Drive, Docs, Sheets and Meet ▪ VS Code ▪ GitHub ▪ GitLab ▪ Git Bash ▪ Postman ▪ Bootstrap ▪ JavaScript ▪ JQuery ▪ API ▪ CSS ▪ HTML ▪ DocuSign ▪ Adobe ▪ Yardi ▪ OneSite

References available upon request.