

Kiara Johnson

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CORE COMPETENCIES

- JavaScript
- Node and Express
- MongoDB
- React
- Training
- Office and Administration
- Customer Service
- Trilingual (English, French, ASL)

EDUCATION, CERTIFICATIONS AND TRAINING

Mongo Express React Node Stack Coding Bootcamp – ActivateWork/ Per Scholas October 2022 - Present

Computer Repair Training - 2020

American FFA Degree - National FFA Organization -2020

PROFESSIONAL EXPERIENCE

Office Assistant **D&D Commodities LTD., Greeley, CO** (June 2022 – October 2022)

Worked with the other office workers to keep the office running smoothly with

- Basic computer troubleshooting before calling the help desk
- Created and checked shipping paperwork and assisted HR with new hire paperwork
- Trained new office workers
- Answered multi-line phones and scaled trucks in and out as needed
- liaison with the computer technicians working to ensure a smooth transition after a merger

Technician **Behrtec, Greeley, CO** (September 2021 – June 2022)

- Worked with my assigned small business clients to diagnose, troubleshoot and repair hardware and software issues
- Replaced and upgraded hardware and software as needed for clients
- Did regular maintenance on my clients' servers

Production Worker **D&D Commodities LTD., Greeley, CO** (October 2020 – September 2021)

Worked on the production floor doing various tasks

- Served as line lead when needed and helped train new workers
- Quality control
- did basic maintenance on the line machines so maintenance didn't need to come over more than necessary

Intern **West Greeley Conservation District, Greeley, CO** (June 2017 - August 2017)

Worked with the West Greeley Conservation District doing various tasks

- Greeted and directed people to who they were looking for, filed paperwork, scanned and made copies and other general tasks
- At Houston Gardens I weeded, watered, mowed the grass and helped set up, ran, and cleaned up events for the community

Wrangler **Boy Scouts of America Denver Area Council, Bennett, CO** (June 2016 - August 2016)

Worked at Peaceful Valley Scout Ranch teaching the Scouts how to ride horses.

- Helped treat the horses when they were sick or injured
- Taught the Scouts basic horse care, how to be safe around horses, and basic horseback riding

Community Involvement

Colorado Angels Pageant Board Member 2022 - Present

Colorado Dance Collective Company Member 2022 - Present

Greeley West FFA Alumni Member 2019 - Present