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HIGHLIGHTS OF QUALIFICATIONS

- Strong skills in time management, prioritizing tasks, analyzing and meeting deadlines
- Energetic with a great attitude and a willingness to learn
- Excellent interpersonal, organizational, and communication skills
- Proficient in HTML & CSS , Javascript, version control (git and Github), shell scripting (Terminal)
- Working knowledge in various web development technologies such as - Angular.js, Node.js, Express.js, Foundation, Bootstrap, WordPress, Joomla as well as Photoshop.

WORK HISTORY

Sq1 Agency (Dallas, TX) February 2014 - February 2015
Mid - Level Web Developer
- Continue deep understanding of Front End Web Development (Angular, Handlebars, MEAN stack)
- Continue learning about server-side Javascript programming
- Assist Mid-level & Sr. Level Web Developers with their projects to ensure deadlines are met
- Continue asking more questions
- Act as resource and mentor to new Jr. Developer
- Stay abreast of current and trending Web Development technologies and news
- Assisted in migration of former Joomla site to a WP powered site (Content loading)
- Was granted ownership of newer clients and monthly campaign landing pages and emails

Sq1 Agency (Dallas, TX) February 2014 - February 2015
Jr. Web Developer
- Continue deep understanding of Front End Web Development (Angular, Handlebars, MEAN stack)
- Begin path towards becoming a Full-Stack Javascipt Developer (Node, Express and Mongo)
- Implement newer technologies on client projects such as Bourbon, Neat and Bitters (Sass Mixin Library & grid system)
- Assist Mid-level & Sr. Level Web Developers with their projects to ensure deadlines are met
- Continue asking questions
- Act as resource and mentor to new intern
- Stay abreast of current and trending Web Development technologies and news
- Total ownership of all sites involving oldest client of the agency (4 sites, various landing pages)
- Build, test and deploy monthly newsletter. (HTML email, using MailChimp and Litmus)

Sq1 Agency (Dallas, TX) October 2013 - February 2014
Web Developer - Intern
- Learn and understand the basics of HTML and CSS through various outlets (Treehouse, Code Academy, Udemy, SitePoint, etc.)
- Apply working knowledge to build static landing pages for various clients
- Assist Mid-level & Sr. Level Web Developers with their projects to ensure deadlines are met

- Ask questions
- Stay abreast of current and trending Web Development technologies and news
- Complete minor maintenance of websites for our oldest client at the agency with weekly content updates

  *completed 4 month internship and hired on as a Jr. Web Developer

DataMax of Texas (Coppell,TX) October 2012-June 2013
Sales Representative
- Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
- Focuses sales efforts by studying existing and potential volume of dealers.
- Submits orders by referring to price lists and product literature.
- Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
- Recommends changes in products, service, and policy by evaluating results and competitive developments.
- Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Benchmark Hospitality at Deloitte University (Westlake, TX) September 2011- Present
Conference Concierge
- Oversee all aspects of conference floor. Containing 35 meeting rooms, 1 grand ballroom and 1 junior ballroom, totaling over 100,00 square feet of meeting space
- Schedule and conduct weekly meetings with Convention Service Managers to review pertinent details about meetings and programs coming up
- Build and maintain positive working relationships with various department including; Convention Set-Up, Front Desk, Shipping and Receiving and Deloitte Meeting Planners
- Ensure that meeting spaces are set-up correctly according to program agenda details and in a timely manner
- Communicate all changes and revisions made to meeting planner to guarantee a flawless meeting
- Accurately report and pass-on the day's events and activities to the am or pm partner assigned to group to ensure a smooth transition between shifts
- Run and support the success of the retail/ business center
- Encourage guests to purchase items inside the retail/business center
- Answer various emails in a timely manner regarding numerous topics and forward them to the appropriate parties

Pier 1 Imports Corporate Office (Fort Worth, TX) January 2010 – August 2011
Accounts Payable Clerk
 Review and analyze invoices for over 300+ stores
 Accurately code and process invoices with a average turnover of 3 days
 Create and post journal entries
 Ensure invoices have appropriate approval required for processing
 Resolve transaction and invoice issues in collaboration with regional and store managers
- Exceed customer and vendor expectations with all payment inquiries to ensure invoices are paid in a

timely manner
Convert vendors to ACH pay cycle for cost efficiency purposes
Prepare credit memos
Create and process spreadsheet invoices using an XML upload

Gaylord Texan Resort and Convention Center (Grapevine, TX) August 2005 – January 2010
3rd Shift Manager On Duty (July 2009 - January 2010)
 Acting General Manager overseeing all operations encompassing - 1511 guest rooms, the Glass Cactus
(club), 6 restaurants, 400,000 sq.ft. meeting and convention space
 Completed nightly financial reports
 Oversee date-roll process and room and tax posting process
 Prepared and presented evening "events" report following end of shift to the Sr. Vice President, Hotel
   General Manager and Hotel Manager
Assistant Front Office Manger (February 2009 - July 2009)
 Managed daily operations of the Front Office that included total cash transactions averaging $32,000 per
   shift with a 16 station Front Desk
● Direct manager of 32 employees including supervisors
 Responsible for a $2,000 personal cash drawer
 Attended upcoming event meetings to achieve maximum efficiencies
 Participated in financial meetings: forecasting, profit & loss, SOX compliance updates, compensation
   justification
Front Desk Supervisor (September 2008 - February 2009)
 Efficiently supervised scheduled shift
 Resolved guest inquiries and concerns
 Supervised Front Desk Agents and motivated them to maintain a 92% AAA customer service average
 Verified and approved all Front Desk Agents end-of-shift paperwork and cash drop was correct
 Rooms Control Supervisor (May 2007 - September 2008)
 Balanced and managed the hotel room inventory to ensure that guest room request were fulfilled
 Resolved guest inquiries regarding billing
 Cultivated and maintained business relationships across the various departments
 Primarily responsible to ensure Front Office was maintaining SOX compliance
Front Desk Agent (August 2006 - May 2007)
 Checked guests in upon arrival and checked guests out upon departure
 Ensured guest folio was accurate and billed correctly
 Utilized empowerment given by management to "Make it right" for any guest
 Upheld and accounted for a bank consisting of $1000
 Ensured that every guest received 5 diamond AAA service
Bellman (August 2005 - August 2006)

EDUCATION

L.D. Bell High School ◦ Hurst, TX
Tarrant County College ◦ Hurst, TX – Area of Study – Business Administration/Finance (attending)