

KRISTI HERIN

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OBJECTIVE

I am a **strong and motivated worker** who enjoys positions which enable me to utilize my skills and allow for advancement. I would be a valuable asset to any company and I am willing to **work hard and push myself to learn new skills** to both better myself and add increasing value to my employer.

KEY SKILLS

- JavaScript
- HTML5
- CSS
- SaaS
- Microsoft Office (Excel, Word, Outlook)
- Database Administration
- Reporting & Analysis
- Data Entry
- Agile Master Class Certified
- Netlify
- JQUERY
- QA

EXPERIENCE

OCTOBER 2017 – PRESENT

PROFESSIONAL SERVICES SPECIALIST , MEDITRACT, INC.

- I assist the Project Managers and other members of the Professional Service team with tasks related to the implementation of our SaaS, including configuring the client databases to best fit the client's needs by moving and manipulating fields, building triggers and forms, turning on options for clients, troubleshooting issues, and training clients on how to best use the database options.
- I load data into the database by using internal tools, sending data to our Development department through Jira and also manually inputting the data.
- I clean up spreadsheets and configure spreadsheets to be used in the database, including manipulating them in Excel and QAing them before sending them to our Development team.

OCTOBER 2016 – OCTOBER 2017

CONTRACT SPECIALIST , MEDITRACT, INC.

- I extracted data from 50 to 90 contracts daily into 12 or more fields for review by clients.
- I made sure that every detail was captured accurately, and that legal wording was read and copied correctly.

APRIL 2013 – AUGUST 2016

PROFESSIONAL SERVICES SPECIALIST , MEDITRACT, INC.

- I was brought on to convert the shop to a new, all-encompassing computer system.
- My duties also include clerical work, directing phone calls, ordering supplies, customer service (greeting customers, taking orders, answering questions), taking stock, making invoices and receiving payments, and maintaining an open line of communication between the front office and the back production area.

JULY 2012 – MARCH 2013

AIR EXPORT DOCUMENTATION PROCESSOR , PANALPINA, INC.

- I took commercial invoices and other documents from shippers and used them to make shipping documents for use by Panalpina and Customs.
- I transferred completed documents to the gateway employees before their deadlines every morning in a timely and orderly fashion.
- I answered questions from customers about their cargo and transportation time.

JULY 2011 – JULY 2012

AIR EXPORTS FLIGHT COORDINATOR , PANALPINA, INC.

- *I planned and lead flights to international destinations, including making sure cargo was correctly handled, labeled, and on the correct flight along with making sure that each flight had the maximum amount of cargo it was able to carry safely.*
- *I supervised warehouse workers and documentation workers to be sure that cargo and paperwork are handled correctly.*
- *I did documentation for other flight leaders; including making sure all correct documents are sent overseas and to various agencies (The airline, U.S. Customs, etc.).*

CONTINUED LEARNING

- Currently enrolled in the SavvyCoders (savvycoders.com) [full stack web dev bootcamp](#) learning JavaScript, HTML5, CSS3, Firebase (backend JS framework), UI/UX, GitHub, Trello for project planning
- [Online Learning](#) using Udemy, W3Schools, MDN, Youtube, and more