

Lawrence Kocaj

Scarsdale, NY 10583 | 914-806-5894 | Lawrence@lawrencekocaj.com



[LinkedIn Profile](#)

[My Website](#)

Summary

Reliable and flexible hard worker ready to learn and contribute to team success. I am efficient and confident in both computer technology and related customer service. I am highly motivated, creative and coachable, always willing to go above and beyond to accomplish personal, team, and company goals.

My goal is to obtain a career where I can utilize these skills to add value to a team by resolving issues, delivering exceptional customer service and contributing to the overall success of the organization.

Skills

- Experience creating various front-end web pages using the following programming languages:
 - Wix
 - React.js
 - HTML5 (hypertext markup language)
 - CSS (cascading style sheet)
 - JavaScript
- Designed and developed web applications using the JavaScript framework React
- Use of Bootstrap toolkit to enhance design efficiently and cost-effectively (CSS)
- Use of jQuery toolkit to enhance design efficiently and cost-effectively (JavaScript)
- Developed object-oriented code in Node.js
- Use of MongoDB for framework development and integration
- Integration of various APIs (Application Programming Interface) for differing applications

- Understanding of database principles, structures, and practices using SQL
- Proficient in Microsoft Office (Outlook, Word, Excel, PowerPoint, and Teams)
- Troubleshooting basic IT related issues
- Customer Relationship Management (CRM) experience, including communication and issue resolution.

Experience

Associate | 12/2021 – Present

Front-line Anti Bribery LLC – Norwalk, CT

- Managing Contactually CRM
- Responsible for outreach to clients
- Communication of value of services and responding to inquiries
- Preparing and communicating contract terms

DELIVERY DRIVER | 03/2013 - 09/2017

Candlelight Inn - Scarsdale, NY

- Located and selected merchandise to verify against delivery sheet specifications.
- Conferred frequently with dispatch to meet delivery schedule targets and incorporate late adjustments.
- Delivered exceptional customer service in all interactions to promote satisfaction and maintain company loyalty.
- Responsible for loading, transporting, and delivering items to clients or businesses in a safe, timely manner.

ASSISTANT, GOLF OPERATIONS | 2012

Scarsdale Golf Club – Scarsdale, NY

- Responsible for assisting club members and guests to assure a smooth transition on and off the course.
- Primarily responsible to provide service to members: efficiency of cart loading, cart cleanliness, staging, and storing.
- Providing the highest level of professionalism and customer services for Members and Guests on and off the course

Education and Training

University of Connecticut – School of Engineering,

- Coding Bootcamp (March 2022 to September 2022)

Adult Continuing Education (Westchester Community College):

- Writing and Research
- Financial Accounting
- Computer Information Systems
- Marketing

- Business Organization and Management

Concordia College - Bronxville, NY | (24 credits earned on various business subjects)

Edgemont High School - Scarsdale, NY | **High School Diploma**

06/2012

Additional Information

Interested in various software development, support and programming related careers.