

LIDIA DAVIDSON

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Professional Target Job: Web Developer

Full-Stack Web Developer experienced working with people, over seven years a problem-solver in a customer-service related field, work remotely by the self-structured business day schedule and participate actively in work projects. Result-oriented and continuous learner, conduct research for several solutions to apply that works the best.

Work experience

BetterHealth app project / Back-end developer

Coding Bootcamp - project work

February 2019

- Set up api routes for medical records and dynamically updated profile page
- Web tools used: node.js, sequelize, handlebars, express, passport. The app has a login/signup page and MYSQL database connection
- The app is designed both for patients and staff for login. Patients after authorization, retrieved their medical records information, book appointments with the doctors, get holistic support and can use a messaging board to contact a doctor. Staff side can add information to medical records, approve appointments, send answers through a messaging board to a patient.

FastBuy Service Purchasing / Customer Service Representative

Fishisfast LLC – Sugar Land, TX / remote position

October 2013 to Present

- Run FastBuy Service for international customers
- Work with other team members from administration and warehouse in Slack and Asana to coordinate tasks regarding order arrivals, package consolidations and outgoing shipments
- Main responsibilities involve order purchasing, processing, tracking, negotiating with merchants, order returns and refunds
- Cover mediation service between customers and sellers
- Run spreadsheets/numbers for orders
- Problem solving and related tasks fulfillment in Asana/Trello
- Take care of admin invoice system for customer billing, handle credits/debits balances for the accounts
- Create and maintain FastBuy guidelines via Google Docs

Legal Administrative Assistant
Hanten&Associates, PLLC, Houston, TX

August-October 2013

- Greeted clients, opened files for new clients , kept updated information on the regular clients in Pro Doc
- Filed documents with the courts, provided simultaneous translation to/from Russian language at the courts
- Assisted the lawyer preparing documents and keeping them on files
- Contacted clients by phone, led email correspondence, scheduled appointments and made room reservations for them
- Maintained billing in QuickBooks, sent invoices, legal documents and other correspondence

Sales Associate

Finavia Duty- Free, Vantaa Airport, Helsinki, Finland

July 2011- December 2012

- Assisted customers with duty-free merchandise sales
- Operated a cash register, provided effective and positive environment while engaging and speaking to customers
- Participated in the store and the airport promotions, assisted brand representatives
- Took part in work training sessions on new products

Education

The coding Bootcamp at UCR Extension, Riverside

Graduation April 2019

Full-Stack Web Development

Business Administration

Haaga-Helia University of Applied Sciences – Helsinki, FI

Graduated summer 2012

Multilingual Management Assistant

Technical competences

Microsoft Package, Google Docs, Adobe Illustrator CS6, Dreamweaver, Asana, Groove, Intercom, Basecamp, Slack, QuickBooks, Dropbox, Peripheral Devices, Browsers