

MORGAN DICKERSON

Bear, DE 19701

Email: Dickerson.Morgan@outlook.com

LinkedIn: <https://www.linkedin.com/in/morgan-odickerson> | GitHub:

<https://github.com/M-Dickerson> | Portfolio: <https://m-dickerson.github.io/portfolio/>

SUMMARY

Organized and dedicated Administrative Assistant with a proven track record of providing exceptional customer service in fast-paced environments. Offering keen attention to detail and strong decision-making skills to manage multiple, concurrent tasks. Self-motivated work ethic to perform effectively in independent or team environments.

TECHNICAL SKILLS

Technical Languages: HTML, CSS, JavaScript, jQuery, React, Bootstrap, Materialize, APIs, Node, Express, MySQL/Sequelize, MonogoDB/Mongoose

Applications: Pet Play Date and NY Times Calendar

Tools: VS Code, Microsoft Office

PROJECTS

Pet Play Date | Link to GitHub: <https://github.com/M-Dickerson/pet-playdate> | Link to Deployed Project: <https://morning-journey-92654.herokuapp.com/home>

This application allows users to keep track of their animals upcoming playdates. Once a user has created an account, any playdates registered are automatically synced to their account.

- I was responsible for the entire front-end functionality and UI design. I also created the login and signup forms.
- HTML, Materialize, JavaScript, Express, and Cloudinary are a few technologies that were used.

NY Times Calendar | Link to GitHub: <https://github.com/M-Dickerson/nytimes-googlecalendar> | Link to Deployed Project: <https://alexhannani.github.io/nytimes-googlecalendar>

This application allows users to see the best-selling NY Times novels of any date. Once a date is selected, the best-selling fiction and nonfiction books then populate.

- I was responsible for creating the calendar functionality as well as the calendars styles.
- HTML, JavaScript, NY Times API, Bulma and jQuery are a few technologies that were used.

EXPERIENCE

Administrative Assistant

2017 to Current

Emergency Transportation Testing

Langhorne, PA

Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors. Executed record filing system to improve document organization and management. Coached new employees on administrative procedures, company policies and performance standards.

- Got my breath alcohol technician certification.
- Got promoted to third highest in the company.

Warehouse Associate
Amazon

2021 to 2022
Wilmington, DE

Manually or mechanically loaded and unloaded materials from pallets, skids, platforms, cars, lifting devices, or other transport vehicles. Worked safely around moving machinery, and prepared orders for shipment by systematically picking, packing and labeling merchandise.

- Maintained a 400 package per hour sort rate.
- Recovered lost and/or damaged packages.

EDUCATION

Full-Stack Web Development Bootcamp Certificate: Penn LPS, Philadelphia, PA

A 24-week intensive program focused on gaining technical programming skills in HTML5, CSS3, Javascript, JQuery, Bootstrap, Firebase, Node.js, MySQL, MongoDB, Express, Handelbars.js, and ReactJS.