

# Max Lythgoe

*Full Stack Web Developer*

[Linkedin](#) | [GitHub](#) | [Portfolio](#)

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## TECHNOLOGIES

**Languages** | JavaScript (JSX, JSON, NODE), HTML, CSS

**Frameworks & Libraries** | React, Express, Bootstrap, AOS

**Database & Industry Tools** | PostgreSQL, Git, GitHub, Command Line, Node

**Tools/Software** | VScode, Adobe Creative Suite (Photoshop, After Effects, Premiere Pro, Illustrator, InDesign)

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## EDUCATION

### Devmountain

Online | Graduation Year (2022)

- *Full Stack Web Development Certificate of Completion*
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## PROFESSIONAL EXPERIENCE

### Web Developer / Software Engineer, DevMountain (student)

Remote | 02/22 - 06/22

Maxed Out Music (Foundations Project) - [Github Repo](#) | [Demo](#)

HTML | NodeJS | Express | CSS | Bootstrap

- Developed a music playlist creation and viewing site using NodeJS for the backend in order to make it easy for the user to find music they enjoy
- Integrated an intuitive user interface utilizing Bootstrap to create instinctive user flow
- Implemented the ability to view, add, or remove songs from user created playlist

TechStack (Final Project) - [Github Repo](#) | [Demo](#)

React | NodeJS | Express | PostgreSQL | CSS

- Developed an ecommerce site using React, Node, and PostgreSQL to provide a simple user experience for purchasing electronic goods
- Created a working home page and category page (featuring products sorted by category, this is to make it easier for the user to locate a specific item they want)
- Developed a cart that allows you to add or remove items and checkout using Stripe API
- Arranged responsive design using CSS to create the ability for the website to be viewed on any device

### Recruiter / Executive Assistant, CompassGroup

Farmington, UT & Remote | 10/20 - Current

Excel | Powerpoint | Photoshop

- Helped 5 clients hire 63+ employees ranging from entry level to professional positions
- Maintained comprehensive and accurate records, updated regularly for all clients
- Drafted and designed documents, presentations and contracts
- Managed all emails, texts and other communications, acting on behalf of the director of operations, including scheduling appointments and sending out calendar invites, texting clients/candidates and scheduling and confirming with them
- Solely managed the company when executive director was away on travel ensuring that everything was managed effectively and helping with a smooth transition for clients

- Met all deadlines for projects in a timely manner and helped to ensure that all meetings were attended and clients/candidates were given regular updates on progress
- Utilized Adobe and Microsoft programs to help build company websites and create presentations and documents

### **Collections Specialist, North American Recovery**

West Valley City, UT | 07/21 - 01/22

- Advanced quickly through training and received a promotion within a month after
- Handled 30+ Inbound calls daily assisting consumers wanting to pay their debts off
- Made over 100+ Outbound calls daily, skip tracing to locate debtors and collecting on debts owed or setting up lawsuits for debtors that refused to pay
- Ensured that lawsuits were set up correctly, following every guideline carefully
- Utilized Debt Net software and Windows Office products including Word, Excel and Notes in order to keep track of debtors and other metrics
- Processed large transactions securely and without error, met and exceeded monthly goals for lawsuits and money collected

### **Clicklist (OnlinePickup) Associate, Smiths**

Kaysville, UT | 04/20 - 12/20

- Organized shopping for 8 orders at once, focusing on accuracy and time
- My department was awarded and given bonuses 3 times for our stellar performance and timeliness
- Consistently rated as #1 in our district in sales and quality
- Staged orders by lifting heavy totes and arranging them in the proper order in the backroom
- Greeted customers at carside pickup and loaded their groceries into their vehicle along with processing their payment
- Every action I made in shopping, staging or pickup was timed and I regularly achieved in my KPIs

### **Crew Member, McDonald's**

Kaysville, UT | 01/18 - 04/19

- Produced consistent results leading to knowledge of every position, a raise, and offered a management role

### **Crew Member, Wendy's**

Kaysville, UT | 06/16 - 01/18

- Solved customer complaints and concerns, and I helped with various problems on a daily basis
- Excelled at keeping my cool under pressure and putting forth my best effort when doing my job
- I served and assembled orders (around 10-60 orders an hour), collected and counted change, and cooked meals
- Cleaned the dining area and bathrooms.