Maya L Cohen

Seattle, WA 98106 | (360) 319-7491 | mayalynncohen@gmail.com | Full-Stack Web Developer

Introduction

Motivated, reliable, passionate employee valued for my friendly yet professional social skills and work ethics. Work well under pressure, love problem solving and am patient with customers and coworkers. Take pleasure in working with others but also great on my own. Natural leader and helper, excited to learn in any way possible as there is always room for improvement. Recently completed a full-stack web developer bootcamp at University of Washington.

Skills

- Fluent in English, German and French
- Html5, CSS, JavaScript, handlebars
- MongoDB and MySQL

- Bootstrap and other frameworks
- React.js
- Node.js
- Office 365

- Good customer service
- Problem Solving
- Small Project Management
- Knowledge Seeking

Experience

Independent IT contractor *from February to September 2022 | at* **Sole Tech Solutions** *| Washington State, United States*

Worked on different contracts mostly in the IT field, like, gathering information on every Cisco phone and replace with newer models on Swedish Hospital Campuses around the Seattle area, replacing touch-screen bulletin boards at various Verizon locations, fixing screens and portable computers for private customers.

Dispatcher *from February 2021 to May 2021 | at* **Hoover Commercial Refrigeration** *| provides refrigeration and HVAC repair and install services to Commercial Businesses | Mount Vernon, United States*

Ensuring all service calls were assigned to the correct technician depending on urgency, difficulty, and location of the issue. Making sure all monthly and yearly maintenances were scheduled without overbooking the technicians in case of an emergency. Answering service calls and questions from clients. Sort through the packages send to the office and figuring out which technician ordered what part and what site it belongs to.

Administrative assistant *from 2017 to 2019 | at* **Pro Infirmis** *| provides advice and support to people with physical and mental disabilities | Delemont and La Chaux-de-Fonds, Switzerland*

Greeting and calling clients, write letters, prepare PowerPoint presentations, organize meetings and events, accounting, managing office supplies, maintaining the address book, marketing, and other tasks to help my colleagues, superiors, and clients in the best way possible.

- Created, organized, and maintained an Excel address book with over 2'000 addresses.
- In charge of one of the company's offices for over 6 months. Only one responsible for administrative and customer service.

Education

UNIVERSITY OF WASHINGTON | Seattle, Washington USA
Full-Stack Web Developer, 2023

ECOLE DE COMMERCE DE DELEMONT | Delemont, Switzerland
Professional Commercial Business degree 2018

References

Pro Infirmis Switzerland
Fabienne Egger (French)

00 4158 775 33 50 (Switzerland)
fabienne.egger@proinfirmis.ch

Sole Tech Solutions
Chris Bivins (last employer)

1 (206) 747-4259

Jesper Pfeil
Local Ref.

1 (360) 319-1758

" In order to be irreplaceable, one must always be different" – Coco Chanel