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## WEB DEVELOPER JUNIOR

*Responsible – An observer – Independent – Interpersonal Skills –  
Adaptability – Open-minded*

### TECHNOLOGY SUMMARY

- HTML5
- CSS3
- JAVASCRIPT
- JQUERY
- BOOTSTRAP
- NODE.JS
- GITHUB

### EXPERTISE

- Web Development
- Coding & Programming
- Search Engine Optimization
- UX & UI Design

### LANGUAGES

- French : Native Language
- Spanish : Beginner Level

## WORK EXPERIENCE

### October-Present day: Nanny

### February-May 2017: Assistant accountant – LIBELLULE CORPORATIONS (Lib'Co)

- **ACCOUNT MANAGEMENT:** Bank reconciliation, audit, customers and suppliers regulations, payroll management.

### March 2015 – March 2016: Administrative & Assistant accountant – EUROTRITISATION

- **GESTION ADMINISTRATIVE:** Receptionist, Phone reception, email management, stock management, managing travel (visa, expense account...), business meeting with the department.
- **ACCOUNT MANAGEMENT:** accounting entry, bank reconciliation.
- **HUMAN RESOURCES MANAGEMENT:** Tracking and payroll management, break & RTT, employees management.

### October 2012 – July 2014: Administrative & Accounts assistant – CLIO VOYAGES

- **GESTION ADMINISTRATIVE:** Phone reception, email management, stock management and ordering supplies, managing travel (visa, expense account...), business meeting with the department, writing letters, archiving.
- **ACCOUNT MANAGEMENT:** Accounting entry, bank reconciliation, BSP, audit, check deposit, payroll management.

### January 2012 – July 2012: Accounts assistant – AIRCOS

- **ACCOUNT MANAGEMENT:** Entering invoices, customers and suppliers regulations.

### May 2011: Accounts assistant – JYM CONSULTANTS

- **ACCOUNT MANAGEMENT:** Bank reconciliation, tax returns, filing

### May 2010 – September 2010: Accounts assistant – VINCI CONSTRUCTIONS / SAP

- **ACCOUNT MANAGEMENT:** Accounting entry, check deposit, payment.

## EDUCATION

- **2020: Bootcamp Web Developer**  
Rutgers University (Somerset)
- **2018 – 2018: Certificate in child daycare specialist**  
U.S. Career Institute (online)
- **2012 – 2014: Higher technician diploma in "business assistant in small and medium sized companies"**  
École Formapro Alternance – Clichy (92)
- **2010 – 2012 : High School Diploma « Accountant»**  
Lycée Prive Le Rebours – Paris (75013)

## LOISIRS / DIVERS

- Hobbies :
  - Cooking
  - Reading
  - Cinema
  - Music
  - Fitness
  - Babysitting
  - Tutoring
- Travelling :
  - Africa
  - Europe
  - United States