### natasha.martinez1117@gmail.com

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#### **Profile**

As someone who loves to solve complex problems of all shapes and sizes, I decided to pursue a new path in full-stack development. Given my prior experience, I have proven to quickly adapt to a fast-paced environment, apply my willingness to learn new skills, and pay close attention to detail to my tasks as need be.

#### Skills

HTML5, CSS(SASS), JavaScript, React.js, Document Object Model (DOM) APIs, Node.js, Express.js, Web APIs, User Authentication, OAuth, Heroku, GitHub, WebPack, Jest, Enzyme

# **Natasha Martinez**

**Full Stack Developer** 

#### **PROJECTS**

## Bandsite | Lead Coder

This was the first full project I tackled where I created a bandite web page to check out the latest shows and leave comments. This was the first time I created a web application beyond basic HTML/CSS, by using Flexbox, SASS, JavaScript, DOM manipulation, and APIs.

# Brainflix | Lead Coder

Fullstack video streaming web application. In this Brainflix project I used React, Axios, NodeJS, ExpressJS to put together a great viewing experience.

#### **EXPERIENCE**

# Office Manager/ Jr. Accounting Associate | Arightco, Inc.

JUN 2019 - FEB 2021, SAN JOSE, CA

- Processed financial transactions to support client operations, including payroll, 401K contributions, and month end closing activities.
- Aid client goal achievement assisting with financial tasks, including data entry, matching, invoicing, and reconciliation.
- Facilitated regulatory compliance through detailed investigation of complaints, disturbances, and violations, developed solutions to resolve issues according to company and regulatory guidelines.
- Collected, documented, applied, and track all rent, late fees, and check charges, ensuring on-time collection.

# Administrative Assistant | Moe's Tires

APRI 2018 - SEPT 2018, SAN FRANCISCO, CA

- Delivered excellent customer service while processing orders, verifying accuracy of applied discounts, pricing, and shipping details to promote satisfaction and build a positive brand reputation.
- Attended to client inquires, clearly communicating information across online, in-person, and phone channels, using easy to understand language, ensuring comprehension and complete resolution.
- Organized customer accounts by scheduling appointments, recording reports, and generating expense reports.

## **EDUCATION**

## BrainStation | Diploma Candidate, Web Development

Jun 2021 - Sept 2021, REMOTE

## San Jose State University | Bachelor of Science in Economics

AUG 2019 - JUN 2021, SAN JOSE, CA

**Departmental Honors**