

# Angela Carter

✉ [angie@carbergroup.com](mailto:angie@carbergroup.com)    ☎ +15197917164    in [LinkedIn](#)    🐙 [GitHub](#)    📁 [Portfolio](#)

Current role	Manager at CARBER
Experience	B2B, Design, Accounting, eCommerce, Web Design, Property, Healthcare, Energy, Consulting, Construction, Governments, Social Impact, Procurement
Technologies	PHP, CSS, HTML, JavaScript, Figma, Wordpress, Bootstrap, MySQL, SQL, Illustrator, Excel, Google Sheets

## Work experience

Manager, [CARBER](#)  Jan 2014 – Present (9y 6m)

Specialists in eCommerce and All Things Business  
B2B · Design · Accounting · eCommerce · Web Design

PHP   CSS   HTML   JavaScript   Figma   Wordpress   Bootstrap   MySQL

- Led a dynamic team of freelancers to deliver top-notch services across multiple disciplines, ensuring exceptional results for clients.
- Utilized expertise in project management, consulting, internal auditing, and web development to efficiently oversee operations and drive success.
- Successfully managed diverse client portfolio, offering comprehensive support in areas such as accounting, financing, tax, business management, eCommerce, web design/development, and data management.

Executive Coordinator, [Junapa Properties Incorporated](#)  Dec 2016 – Jan 2023 (6y 1m)

Residential leasing and property management  
Property

- Supported senior management in various business functions and operations.
- Served as a central point of contact for tenants, team members, and executives, ensuring seamless communication.
- Managed payroll, rent rolls, rental agreements, and vendor relationships efficiently.
- Prepared accurate company reports and closely monitored financial transactions.
- Ensured accuracy of data process systems and maintained up-to-date company information on the database.

Manager, [Quality Services](#)  Jan 2015 – Jan 2023 (8y)

Residential property maintenance  
Property

- Managed property maintenance teams for residential landlords, overseeing routine tasks such as cleaning, landscaping, and seasonal repairs.
- Implemented a cost-effective solution by providing efficient and flexible services instead of hiring full-time on-site maintenance staff.
- Demonstrated exceptional speed and project turnaround time to fulfill multiple repairs and complete various projects within tight deadlines.

Govern and provide essential services for local communities

Healthcare · Property · Energy · Consulting · Construction · Governments · Social Impact · Procurement

SQL

Illustrator

Excel

Google Sheets

- Managed and successfully delivered numerous strategic projects, both financial and technical, in alignment with the Government's objectives.
- Led a team of professionals, conducted audits, analyzed data, and provided recommendations for enhanced efficiency and regulatory compliance.
- Oversaw project lifecycle from inception to completion, ensuring adherence to budgets, timelines, and effective stakeholder communication.
- Developed and implemented risk management strategies, conducting assessments and implementing controls to safeguard organization's operations and reputation.
- Demonstrated strong analytical skills, attention to detail, and effective communication to drive success across various leadership roles.
- Responsible for monitoring and ensuring adherence to contractual obligations, terms, and legal requirements while mitigating risks and resolving non-compliance issues.

## Education

### ABM School of Technology

Sep 2022 – Jul 2023 (10m)

Degree/Diploma (3.6) Technology

- Meet industry standards to create beautiful and functional graphics, web pages, and work in front and back-end web development.
- Create and breathe life into web designs.
- Use multiple technical tools to build, create, and maintain websites, which includes multiple functional aspects of web design, web publishing, web programming, and database management.
- Proficient in coding languages such as HTML, CSS, JavaScript, PHP, Bootstrap, and CMS Wordpress, and use them to create core structures for the web and server database use.
- Proficient in creative computer assisted technology including, but not limited to Adobe Photoshop, InDesign, and Illustrator to create high-quality web graphics.
- Proficient in SQL, Web Project Management, Responsive Web Design, PHP Applications, PHP Frameworks, Software Development Life Cycle (SDLC), Wireframing, Figma, Bootstrap, Adobe Photoshop, Canva, JavaScript, CSS, HTML, Data Analysis, Database Development, Full-Stack Development, Web Development, Web Design.

### St. Clair College

Sep 1989 – Apr 1992 (2y 7m)

Degree/Diploma (3.4) Business Administration

- Equipped with a diverse set of skills and professional abilities.
- A strong financial acumen, proficiency in financial software and tools, expertise in business analysis, strategic planning capabilities, knowledge of compliance and regulatory requirements, risk management skills, analytical thinking, effective communication, attention to detail, and a commitment to professional ethics.
- Adept in providing support in financial roles, such as financial analysis, budgeting, strategic planning, compliance, and risk management.
- Ability to interpret complex financial data, make informed recommendations, and contribute to the financial success of organizations.