

# RESUME

Ronald Wilson II

Goals are dreams with deadlines.

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# RONALD WILSON

Ronald Wilson II  
Dallas, Texas  
[mylinks.buzz/ron-s\\_portfolio](https://mylinks.buzz/ron-s_portfolio)  
[Linkedin.com/in/LRPinc](https://Linkedin.com/in/LRPinc)



## CAREER SUMMARY

Project Coordinator with ten years' experience as a professional business office administrative assistant with a tech savvy background, great with analyzing problems and identifying solutions.



## KEY SKILLS

- MS Office proficient
- Tech Savvy
- Dependable
- Project Management
- Bookkeeping & Payroll
- Developing Programs
- Organization and Time Management
- Adobe Photoshop proficient
- Communication
- Web Developer
- Quick Learner
- Teambuilding & Training
- E-commerce store owner
- Records Management



## EXPERIENCE

### Web Developer | Freelance – Dallas, Texas

MAR 2017 – PRESENT

- Frontend and Backend Developer
- Build custom websites using HTML, CSS, PHP, jQuery, Java Script, SQL
- Create, update and Troubleshoot Wix, Wordpress and other platforms
  - Youth Baseball Program Camp – website features: Setup summer camp registration and contact form
  - 3am – e-commerce clothes store – Setup price comparison features, website was used for Drop shipping
  - TechNoob – e-commerce tech store – setup & optimized Shopify Store
  - MyLinks.buzz – Frontend backend developer

### Project Coordinator | TechNoob – Dallas, Texas

OCT 2017 - PRESENT

Projects & objectives:

Branded and sold 200 monitors

- Managing company's sales, marketing and expenses.
- Research trends and order items for product line.

- Maintain multiple e-commerce stores.
- Maintain positive customer satisfaction.
- Negotiating proposals with suppliers.

### **Department Lead | Amazon – Wilmer, Texas**

OCT 2018 – MAR 2020

- Trained employees on amazon processes and to use equipment
- Troubleshoot computer problems
- Sort and unloaded Non- Conveyable packages

### **Office Administrative Assistant | Focus Learning Academy – Dallas, Texas**

JUL 2007 – SEPT 2017

- Assisted c-level executives with various projects
- Manage projects budgets and ensure the company obtains the best possible pricing.
- Implemented a badges system for staff and students that saved about 4 hours per weeks
- Planning Audio/ Video for events.
- Troubleshoot computer problems
- Updated and maintained website

### **Food Service Manager | Focus Academies – Dallas, Texas**

JUL 2007 – SEPT 2017

- Simultaneously oversee the coordination of two cafeteria
- Supervised, coordinated, trained, and evaluated work of all foodservice employees.
- Forecasted and planed the purchase of food, supplies, and equipment.
- Maintained required records including food production, inventory, income/expense, meal counts, and personnel records.

### **Video Editor/ Videographer (contractor) | Focus Academies – Dallas, Texas**

JUL 2007 – SEPT 2017

- Professional Development Meeting
- Banquets
- Graduations
- Assemblies Programs
- Basketball Highlights
- Slideshows
- Short Videos



## **EDUCATION**

**Conway High School | Conway, Arkansas 2007**

**Cedar Valley College | Computer Graphics - Lancaster, Texas 2009**