

# Ivan Rendon

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## SKILLS & TOOLS

### Languages & Frameworks:

BootStrap | Flask | Git | HTML & CSS | JavaScript | Jinja | PostgreSQL | Python | ReactJS | SQLAlchemy

### Tools & Technologies:

Asana | AWS | Excel | Figma | Google Workplace | Microsoft Office | Notion

### Other Skills:

Agile Methodology | Cross-Functional Teams | Data Analysis & Reporting | Data Modeling | Integration Testing | Leadership | Operations Management | Product Strategy | Project Management | Strategic Planning

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## PROJECTS

### Appointment Reminder System

October 2023

- Developed an appointment reminder system using Twilio API integrated with a Flask backend and React frontend, to automate SMS notifications, ensuring users receive timely reminders for their appointments
- Streamlined the user experience by implementing real-time notifications for confirmed and upcoming appointments, improving appointment management efficiency

### [U.S. Civics Test Web App](#)

June 2024 - August 2024

- Developed an educational platform enabling users to study and practice for the United States Civics Test
  - Implemented the web application with a tech stack comprising of React for the front-end, Python Flask for the back-end, SQLAlchemy for ORM, and PostgreSQL for the database
  - Integrated comprehensive resources and materials related to the Civics Test, providing users with additional study aids for thorough preparation
  - Partnered with a Product Designer to create and implement a smooth and intuitive UI
  - Deployed the web app on AWS Lightsail to ensure scalable and reliable performance
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## EXPERIENCE

### NEON Spaces

San Francisco, CA

#### Operations Manager

September 2023 - Current

- Collaborated with the owner to create and implement Standard Operating Procedures to streamline operations and improve efficiency.
- Optimized the space and accessibility to support staff in daily tasks, improving workflow and operational effectiveness.
- Provided high-quality guest services and ensured smooth day-to-day operations

### Amazon Logistics

Carlsbad, CA

#### Business Operations Manager

October 2018 – January 2023

- Oversaw daily operations for a distribution center with 120 employees, implementing data-driven process improvements that increased on-time delivery by 20%.
  - Managed day-to-day operations and led continuous improvement initiatives in a high-volume distribution center shipping 15,000+ packages daily, improving output by 30% through operational optimizations.
  - Conducted quantitative analysis to identify opportunities to optimize driver performance, truck utilization, and service levels, achieving 99% on-time delivery.
  - Developed and launched a fleet optimization system, reducing vehicle maintenance and repair costs by 15% annually.
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## EDUCATION

### Western Governors University

Millcreek, UT

BS in Business Administration, Management

Graduation Date: April 2024

### HackBright Academy

San Francisco, CA

Full Stack Web Development Bootcamp

Graduation Date: September 2024