

#### **CONTACT INFORMATION**

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# **PROFESSIONAL SKILLS**

- Data Collection
- Graphic Design
- ♠ HTML/CSS
- .
- Javascript
- Microsoft Office
- MvSQL
- Prototyping
- Software Testing
- Wireframing
- Wordpress

### **PERSONAL SKILLS**

- Analytical
- Customer Service
- Creativity
- Critical Thinking
- Design
- Detail Oriented
- Efficiency
- Leadership
- Management
- Organization

# **OVERVIEW**

A naturally curious, determined and passionate professional with managerial and customer service experience. Possesses a unique balance of analytical, detail-oriented, and interpersonal skills. A proven problem solver who works well under pressure and is willing to rise to new challenges and learning experiences. Continually expanding knowledge and stays current on design and development trends through personal projects. Looking for a new opportunity to expand current skill set and create an instant impact.

# **EXPERIENCE**

# DIGITAL MARKETING/ONLINE BANKING SPECIALIST

## First National Bank & Trust Company of Newtown

2017 - Present Newtown, PA Daily tasks included providing customer support for all online banking and wire services. Running daily reports, including monitoring for any fraudulent activity across the online banking products. Perform daily maintenance and updates to the current website using the WordPress platform.

- · Redesigned the website and coded a working mockup.
- ${\boldsymbol{\cdot}}$  Managed the implementation of website changes by third party.
- Created various graphics for website, mobile app, and print use.
- · Balanced daily tasks and projects to meet tight deadlines.

### INSIDE SALES COORDINATOR

#### **Premier Rides Inc.**

2016 - 2016 Baltimore, MD Created and maintained a database of worldwide client contacts. Created a separate database of potential business opportunities based on daily research. Followed up with and maintained communication with prospective clients. Created a set of document templates to be used to streamline daily tasks.

# STORE MANAGER/PRODUCT SPECIALIST

## **Total Hockey**

2012 - 2016 North Wales, PA Oversaw the daily operation of a hockey retail store. Organized, scheduled, and managed multiple store events. Other tasks included running weekly inventory counts to ensure accuracy and place replenishment requests.

- Earned national "Store of the Year" title from the company president.
- · Created a system of document templates to streamline daily tasks.
- Implemented the document system company-wide

# EDUCATION

Newtown, PA
Class of '21

### **AS: COMPUTER SCIENCE**

### **Bucks County Community College**

- · Completed coursework in Java, VB.net and SQL.
- · Completed an Engineering Graphics elective course.

# **HOBBIES & INTERESTS**

- Enjoys traveling, backyard astronomy, digital design, and Star Wars.
- Plays on two ice hockey teams, one as a goaltender and the other as a defenseman.
- Passionate about visiting amusement parks around the country.
- · Currently designing a mobile app to keep track of parks visited.

## **CURRENT PROJECT - LOOPT**

Loopt is a mobile app that will allow users to rate and track rides and amusement parks. Users can check-in and post images to a social feed for friends to interactive with.







