

SARA KANGA



Overland Park, KS 66212



+19132024206



kangasara600@gmail.com

EDUCATION

2021 **Certificate Full Stack Web Development, Kansas University**

2019 **Advanced Vocational Training Certificate Accounting, H3 Campus**

2016 **Bachelor of Arts Applied Business Foreign Languages University of Lille III**

2013 **BACHIBAC Economics and Social Studies, French and Spanish, European Montebello High School**

SKILLS

- HTML
- CSS
- Git
- Bootstrap
- JavaScript
- JQuery
- Express Servers
- MySQL
- Handlebars
- MongoDB
- Progressive Web Apps
- React
- MERN
- Computer Science
- Portfolio Management
- Sequelize
- Testing
- Heroku
- Application development
- Website optimization
- Project Management
- Conflict resolution
- Supervision
- Teamwork
- Superb attention to detail
- Analytical
- Flexible and adaptable
- Creative problem-solver

Well-qualified Full Stack Developer familiar with wide range of programming utilities and languages. Knowledgeable of backend and frontend development requirements. Handles any part of process with ease. Collaborative team player with excellent technical abilities, analytical and precise professional, skilled in directing development with creative and performance-oriented approach. Well-organized and customer-focused with proven skills in project management and team leadership. Enthusiastic, innovative, and proactive professional successful developing elegant, groundbreaking website and application designs for demanding clients.

WORK HISTORY

November 2017 to August 2019

Treasurer Co-op *Paris Habitat*

- Reviewed documentation and input data into computer system to complete eligibility process, re-certifications, and tenant move-outs.
- Researched possible fraud cases by scrutinizing bank statements and reconciling statements with reported income sources.
- Referred clients to appropriate team members, community agencies and organizations to meet treatment needs.
- Worked with suppliers to manage schedules, specifications, and quality compliance.
- Calculated tenant rent amounts to prepare leases and contracts.

April 2016 to May 2016

Company Executive Assistant *JDF*

- Prepared documents, reports and presentations for executives and board members using advanced software proficiencies.
- Managed administrative functions, including complex calendar management with focus on proper allocation of executive availability.
- Streamlined operations and prioritized tasks, allowing senior staff to increase productivity.
- Worked with senior management to initiate new projects and assist in various processes.
- Produced accurate office files, updated spreadsheets and crafted presentations to support executives and boost team efficiency.

September 2014 to September 2014

Holiday Assistant *Credit Agricole*

- Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs using MS Office suite.
- Informed and supported business leaders through consistent communication and administrative support duties.
- Answered telephone calls to field inquiries from clients, vendors and various other callers seeking information.
- Fostered operational efficiency and compliance with company policies through effective coordination of office activities.

August 2013 to August 2013

Holiday Clerk Assistant *Credit Agricole*

- Interacted with customers professionally by phone, email or in-person to provide information and directed to desired staff members.
- Delivered clerical support by efficiently handling wide range of routine and special requirements.
- Administered, supported and monitored databases by proactively resolving database issues.
- Modified existing databases to meet unique needs and goals determined during initial evaluation and planning process.