



SARA KANGA

PROFESSIONAL SUMMARY

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.

EDUCATION

Certificate: Full Stack Web Development
Kansas University, 2021

Advanced Vocational Training Certificate: Accounting
H3 Campus, 2019

Bachelor of Arts: Applied Business Foreign Languages
University of Lille III, 2016

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

WORK HISTORY

November 2017 - August 2019
Paris Habitat - Treasurer

- Calculated tenant rent amounts to prepare leases and contracts.
- 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.

April 2016 - May 2016
JDF - Company Executive Assistant

- 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 - September 2014
Credit Agricole - Holiday Clerk Assistant

- 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.



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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

LANGUAGES

- Spanish
 - Portuguese
 - English
 - French
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August 2013 - August 2013
Credit Agricole - Holiday Clerk Assistant

- 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.