

Sierra Butler

Gallatin, MO 64640

sierra.butler10114@gmail.com - (317) 699 5880

OBJECTIVE

Hard-working individual with proficiency in several languages and frameworks. Ability to adapt to new environments quickly. Self-starter who is highly motivated to reach deadlines. Excels in a fast paced environment, and efficient at learning new skills quickly.

SKILLS

- JavaScript
- Node.js
- React
- Python
- Microsoft Suite
- Reliability
- Flexibility
- Teamwork
- Problem-solving
- Emotional intelligence
- Excellent communication skill

WORK EXPERIENCE

Night Auditor

11/2020 – 12/2020

Quality Inn - Cameron, MO

- Balancing the accounts from day shift.
- Managing front desk activity and handling guest check-ins and check-outs.
- Ensuring customer satisfaction by scheduling wake-up calls and other concierge activities according to guest preference.
- Handling customer requests and complaints and directing other employees or departments accordingly.
- Creating invoices, bill and checks for vendors, employee and contractors.
- Managing and updating all official documentation pertaining to the role.
- Ensuring that all end-of-day activities have been successfully executed by employees in all departments.
- Answering calls and queries related to potential booking.

Direct Support Staff

9/2020 – 11/2020

Cameron Group Care - Cameron, MO

- Transportation and support out in the community: outings/field trips, medical appointments, and shopping.
- Assisted with daily living skills including meal preparation and assist with medication administration.

- Provided guidance on a range of developmental goals from community participation, household budgeting, exercise, nutrition, and supporting vocational responsibilities.
- Supported persons served with living skills such as personal hygiene, grooming, and/or bathing.
- Assisted individuals by redirecting those who are agitated or experience aggressive behaviors.

Cashier

8/2019 – 12/2019

Cork Liquors - Shelbyville, IN

- Managed transaction with customers using cash registers.
- Scanned goods and ensured pricing were accurate.
- Collected payments whether in cash or credit.
- Issued receipts, refunds, change or tickets.
- Redeemed stamps or coupons.
- Resolved customer complaints, guided them and provided relevant information.
- Maintained clean and tidy checkout areas.
- Handled merchandise returns and exchanges.

Press Operator

5/2019 – 8/2019

Honda - Greensburg, IN

- Reviewed job orders to make the right adjustments to the printing machine.
- Installed parts and supplies such as ink rollers, screens. Printing plates and stencils according to the job specifications and blueprints.
- Tested inks and paints on the printing surface to determine suitability
- Handled production of the printed materials, including the printing and racking process, to ensure it meets specifications and is ready on schedule.
- Performed maintenance tasks on the printing machine.
- Troubleshoot equipment issues such as creaking noises, etc.

EDUCATION

Certificate of Full Stack web development

Bryan University - Arizona

11/2020 to 04/2022

Associate's degree in Full-stack Web development

Bryan University - Arizona

04/2022 to 03/ 2023