SAMUEL KLEPPER

sambklep.netlify.app

github.com/samklep

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2406 W 18th St
Houston, TX 77008

PROFILE

Versatile software developer with the ability to pick up new languages and technologies as needed. Currently perusing a degree in Computer Science at Houston Community College.

EXPERIENCE

Administration Clerk, SCP LLC; Houston, TX — 2017-2020

Handled administrative tasks regarding invoices, payments, answer telephones, write/respond to emails, and communicate with logistics companies and vendors in a professional/timely manner. Established and maintained standard office procedures to achieve demanding targets. Handle any discrepancies that may arise.

Administrative Assistant, Wholesale Electric; Houston, TX — 2015-2017

Worked with supervisors and management to maintain status reports and update information for client projects. Coordinated logistics between delivery drivers and dispatch office. Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.

IT Administrative Assistant, The Living Bank; Houston, TX — 2010-2013

Maintained company website and created graphics. Transferred files to database. General clerical, data entry and misc. errands.

EDUCATION

HCC, Houston, TX — CompTIA A+ Certificate, 1/2021
Digital Crafts, Houston, TX — Certificate in Software Development, 3/2020

SKILLS

HTML, CSS3, JavaScript, Node.js, Debugging, Git, GitHub, jQuery, React, Express, Redux, RESTful API, PostgreSQL, MongoDB, Sequelize, Bootstrap, Flexbox, Heroku, & Netlify.

REFERENCES

Available upon request.

CERTIFICATE OF COMPLETION

AWARDED TO:

Samuel Klepper

FOR SUCCESSFULLY COMPLETING THE FULL STACK FLEX PROGRAM ON MARCH 24, 2020 IN HOUSTON, TX

Katherine Giddens

Operations Manager

digitalcrafts