

Samuel Gross

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Github: <https://github.com/ShmouG> | **Website:** <https://shmuggross.com> | **Linkedin:** <https://www.linkedin.com/in/samuel-gross1/>

Summary

Accomplished full stack web developer. Lifelong seeker of knowledge, philosophy and psychology graduate, Fluent in Hebrew. Skilled in communication and software development. Excellent written and oral communication. Capable of coding in a variety of front end, and back end, software development languages.

Skills

Javascript, CSS, HTML, Node.js, React.js, MySQL, Bootstrap, JQuery, YAML, Firebase, PHP, Git, Shopify, Express.js, NPM, Travis CI, MongoDB, Mongoose, Java, Word and Photoshop.

Experience

EXECUTIVE ASSISTANT, FORTIS PROPERTY GROUP, LLC ; BROOKLYN, NEW YORK — 2013-2014

- Provided file retrieval of corporate documents, records, and reports, which helped the flow of important business decisions.
- Organized travel arrangements for executives, for ideal scheduling and efficiency.
- Managed, sorted, and distributed incoming correspondence, including faxes and email.
- Processing, spreadsheet, database, or presentation software.

OFFICE ADMINISTRATOR, PEARL REALTY MANAGEMENT; BROOKLYN, NEW YORK — 2012-2013

- Successfully managed office machinery, such as: photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Provided helpful and actionable solutions to user inquiries by offering thorough troubleshooting assistance and courteous communication.

OFFICE ADMINISTRATOR, TAGLIT BIRTHRIGHT; JERUSALEM, ISRAEL — 2009-2010

- Interviewed applicants for trip eligibility, determine whether applicant is eligible for Birthright trip, then assign individuals to their ideal groups.
- Helpfully prepared invoices, answered phone calls, arranged all travel itineraries, helped applicants with their trip preparation, organized and filed all applications for easy and convenient retrieval.

Education

University of Minnesota, Twin Cities, Minnesota

University of Minnesota - Coding Bootcamp - obtained certificate for Javascript Full Stack Web Development

Baruch College, New York, NY

Bernard M. Baruch College - Obtained a Bachelor of Arts degree in the field of psychology & philosophy.

Military Service

Branch: Paratroopers | Service Country: Israel | Rank: Sergeant - December 2010 to October 2012