

# Tasha Shrader

St. Louis park, MN 55416

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Ambitious and flexible team member that strives and enjoys learning a variety of new skills. Quick learner with computer programs and technology. With exceptional versatility and adaptability in the workplace. Highly organized and detail oriented thinker.

## EXPERIENCE

### **XcelEnergy**, remote contractor – *Rebate auditing and coordinating*

June 2021-October 2021

Use of sales force

Data entry

Microsoft office

Efficient use of teams for communication and meetings

### **Tradesmen International**, Edina, MN —

*Administrative* April-2019-March 2020

Client invoicing and collections

Employee payroll

Use of corporate computer system – Accuterm

Organizing and ordering of supplies

Customer service

### **Canvasback Inc.**, Spring Park, MN — *Digitizer*

October 2016 - August 2018

Digitizer, Plotter/Cutter Operator

Coordinate daily orders and production of product

Backup for office manager

### **Salon Rouge**, Minneapolis, MN — *Stylist*

February 2015 - October 2016

Lead Stylist

Continued Education with Kevin Murphy Color.Me

Customer service and product sales

### **331 Salon**, Minneapolis, MN — *Stylist*

July 2014 - February 2015

Lead Stylist

Continued Education with Wella Color ID

Customer service and product sales

## EDUCATION

### **University of Minnesota**, Minneapolis, MN

— *Full Stack Coding Bootcamp*

January 2019 - April 2019

### **Aveda Institute**, Minneapolis, MN —

*Cosmetology* February 2013 - February 2014

### **Mound Westonka High School**, Mound, MN

Graduated June 2010

## PERSONAL SKILLS

Adaptability

Quick Learner

Creative

Multitasking

Problem Solving

Ability to Work Under Pressure Detail Oriented and Organized Time Management

## TECHNICAL SKILLS

Proficient in Microsoft office

### **Browser Based Technologies** JavaScript

CSS

HTML

React.js

Jquery

### **Databases**

Handlebars

Firebase

MySQL

MongoDB