

Taylor Colten

400 Meadow Dr.
Bridge City, TX
(409)988-6521
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WORK HISTORY

Chica And Associates Inc., Beaumont, TX— *Administrative Assistant*

06/2012 - 08/2015

- Performed general office duties, including answering multi-line phones, routing telephone calls or messages to appropriate staff and greeting visitors.
- Provided logistical support for programs, meetings and events, including room reservations, agenda preparation and calendar maintenance.
- Developed and updated spreadsheets and databases to track, analyze and report on performance.

Goodwill, Nederland, TX—Sales Associate

08/2011 - 05/2012

- Maintained organized, presentable merchandise to drive continuous sales.
- Analyzed and properly processed product returns, assisting customers with finding alternative merchandise to meet needs.
- Trained and developed new sales team associates in products, selling techniques and company procedures.

Harbor Hospice, Beaumont, TX — *Administrative Assistant*

11/2010 - 09/2011

- Performed general office duties, including answering multi-line phones, routing telephone calls or messages to appropriate staff and greeting visitors.

REFERENCES

Kevin Colten, CTO

Austin Coding Academy

(512) 593-2019

Teri Wallace, Director of Corporate Affairs/Marketing

Chica and Associates

(409) 833-4343

EDUCATION

Austin Coding Academy Austin, TX 2019

JavaScript Full-Stack
Development

Lamar State College-Orange Orange, TX (60 hrs)

Liberal Arts And General Studies

SKILLS

Communication skills

Multi-line phone proficiency

Problem-solving skills

Web development

LANGUAGES

HTML

CSS

JavaScript

Jquery

React

