
Tim Westberg

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Objective

Gaining a position as a full time Web Developer, this transition will allow me to work in a field I enjoy learning and growing in every day. I am excited to work at a business where my ideas will be applied and a team driven environment is encouraged.

Education

Undergraduate student, *2017-Present*
Mira Costa Community College
Cumulative GPA: 3.4

Full Stack Development and MERN Stack Certification, *August 2018 – January 2019*
University of California San Diego

Undergraduate student, *2014-2015*
Riverside Community College

High School Diploma, *2010-2014*
Vista Murrieta High School
Cumulative GPA: 3.85

Employment History

Oscar Campana (O.C.) Interpreting Agency, Carlsbad, CA, *July 2017 – Present*
Administrative assistant

- Gained experience invoicing
- Writing and processing vendor checks
- Processing confidential client information
- Quickbooks manager
- Purchase office equipment and supplies

Manager: Oscar Campana

National Agents Alliance, Rancho Cucamonga, CA, *August 2014 – September 2016*
Life Insurance Agent and Hiring Assistant Manager

- Experience hiring and interviewing potential job candidates
- Able to make sales and provide excellent customer service
- Gained interpersonal experience and extensive leadership training

Manager: Jason Carey

Cary Company, Temecula, CA *Month 2010 – Month 2014, Month 2016 – Month 2017*
Administrative assistant

- Experience handling sensitive document

- Balanced financial books
- Digital record keeping
- File organization and preparation

Manager: William Cary

Twist Financial, Lake Elsinore, CA, 2010 – 2016

Bookkeeper, Office Administrator

- Experience entering transactions
- Class tracking
- Bank reconciliation
- Working in a team-oriented environment

Manager: Tamara Westberg

Skills

- Quick Books, Quick Books Point of Sale
- Microsoft programs (Word, Excel, PowerPoint, and Outlook)
- Computer programming skills (HTML 5, CSS 3, AJAX/AXIOS, Various API's)
- Javascript, JQUERY
- Node.js
- Typing: 75 WPM

References

Oscar Campana,

Owner, O.C. Interpreting Agency

Email: oci@ocinterpreting.com

Phone: (760) 438 – 9380

Andrea Uhler,

Office Manager, O.C. Interpreting Agency

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William Cary

Owner

Email: Bcary@wcarycpa.com

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Patricia Frost

Accountant, Cary Company Tax Firm

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Jason Carey

Agency Manager

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