

# TRAVIS TURK

@ travisturk@gmail.com

Turkosaurus

www.turkosaur.us

he/him

## EXPERIENCE

### Support Specialist, Payroll & Hire | Restaurant365

March 2021 – current

Remote

- Authored primary internal technical documentation for white-label support team
- Provided empathetic, authoritative, text-based technical support
- Refined processes and standards as team grew from 1-4 members
- Initiated security-focused SOPs for user permissions and authorizations
- Customer Satisfaction: 99% positive, 1% neutral, 0% negative

### Executive Project Manager | ELM Restaurant Group (24 Diner, et al.)

March 2019 – June 2020

Austin, Texas / Remote

- Maintained IT and financial reporting systems for executive team and 5 restaurants
- Led rollout of POS systems change in 3 restaurants (Aloha > Toast)
- Maintained and updated POS systems, user accounts, and devices

### Assistant General Manager | 24 Diner (ELM)

August 2015 – March 2019

Austin, Texas

- Delivered weekly financial analysis of revenue trends, cost of goods and labor
- Coordinated annual SXSW events: staff, permits, orders, and equipment
- Oversaw \$25,000 in weekly perishable food purchases, maintaining food cost < 30%
- Consolidated and processed all weekly accounts payable items
- Ensured accurate and timely biweekly payroll submission
- Coordinated facilities maintenance and regulatory compliance
- Trained and supported leadership team for a 24 hour operation

## PROJECTS

### Inventory and Production Management | Nailivc Studios | |

June 2021 - November 2021 (v1.0.0)

Flask + PostgreSQL

- Enterprise resource planning through inventory and production management
- Projections import from Square or Shopify sales via csv
- Backup or upload of inventories through csv
- On the roadmap: remote inventories and automated Shopify integration

### Information Service | METAR by SMS | |

October 2021

Flask + Twilio

- Provides current airport weather meteorological reports (METAR)
- Integration between Twilio, my application, and the Aviation Weather Service
- Utilizes regular expressions (RegEx, re) to parse incoming requests
- Available for all K prefixed airports

### Data Utilities CSV Tools | |

November 2021

Flask + csv

- Secure, personal web-based portal for csv data manipulation
- Sanitize or correct misconfigured third-party data
- Ensure filetype uniformity

## SKILLS

### Project Management

Jira Trello Monday  
Asana Discord Slack  
Asana Teams

### Technical Writing

Confluence Markdown  
LaTeX Checklists

### Web Technology

HTML JavaScript Bash  
CSS Bootstrap Git  
Python Flask Linux  
PostgreSQL SQLite  
Heroku RESTful APIs

### Financial Analysis

Profit & Loss Budgets  
Projections Reconciliation  
Bookkeeping Payroll

### Payroll Systems

APS Paychex HR Alliance

## EDUCATION

### Computer Science

2020

CS50 et al.

EdX + Harvard

### Bachelor of Arts

2010

Philosophy

University of North Texas

## HOBBIES

musician cyclist pilot  
gardener birder ttrpg player  
SCUBA barista sommelier  
cat parent