

TRAVIS TURK

 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 | Nailiv 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 CSS
Python Flask PostgreSQL
Bootstrap SQLite Linux
CLI Git Heroku Twilio

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