Office Manager & Sales Representative Office Manager & Sales Representative Office Manager & Sales Representative San Diego, CA Multilingual professional with 10+ years of experience, and strong problem solving skills in supportive roles. I am personable, cooperative, an effective communicator, and a fast learner. I am industrious, highly organized, goal and detail oriented, and I enjoy setting up processes that optimize workflow. I am consistently, punctual, reliable, and responsible. In addition, I am computer literate, and I operate office equipment proficiently. I am an effective public speaker, and I am comfortable speaking and presenting in front of a large audience. Authorized to work in the US for any employer Work Experience Office Manager & Sales Representative San Diego Community Newspaper Group - San Diego, CA March 2019 to Present   I increased by 30% the Legal Ads revenue in one month   Sold $8,700 worth of newspaper ads in three months   Created 5 new accounts Junior Front End Developer - Student San Diego Continuing Education - San Diego, CA September 2017 to June 2019   Create Account form, academic project, August 2018   Designed form with common business needs in mind to assist users with account creation   Used flat UI design, requesting only necessary information to increase completion rate   Coded using HTML5, CSS3, Flexbox, and JavaScript   Used JavaScript for front end form validation   Under Construction page, personal project, November 2018   Created for client use while a page is under construction   Used responsive flat UI design, and informed user of construction duration   Displays Under Construction message when timer lapses   Coded using HTML5, CSS3, Flexbox, and JavaScript in Chrome Dev Tools   Coming Soon & Coming Soon Dark pages, personal project, November 2018   Designed for website pre-launch; Coming Soon Dark option inverts color theme   Used responsive flat UI, asking only for user e-mail address   Wrote code to provide user with next step feedback after e-mail submission   Used Session Storage and disabled submit button after submission to prevent information resubmission   Coded using HTML5, CSS3, Flexbox, and JavaScript in Chrome Dev Tools   Used JavaScript for front end form validation Program Specialist NAMI San Diego - San Diego, CA December 2015 to June 2017 Social Worker Western Adult Day Health Care Center August 2015 to December 2015 Counselor/Instructor San Diego State University Research Foundation - DUI Program August 2013

to April 2015 Bilingual Case Manager Mental Health Systems January 2012 to May 2012 Psychotherapist East Orange General Hospital November 2007 to August 2011 Education Front End Web Developer Certificate in Front End Web Development San Diego Continuing Education - San Diego, CA September 2017 to June 2018 Master of Arts in Counseling Seton Hall University South Orange Bachelor of Arts in Philosophy Gregorian University Rome Skills front end (2 years), Git (2 years), HTML5 (2 years), JavaScript (2 years), Receptionist, Organizational Skills, Filing, Outlook, CSS3 (2 years), Administrative Assistant, Excel, Sales, Scheduling, Marketing, Microsoft Office, Word, Data Entry, Microsoft Excel, MS Office Links http://github.com/calincionca35 https://wpwebdev360.wordpress.com/about/portfolio-1/ Additional Information Skills & Certifications Intermediate HTML5, CSS3, JavaScript, and WordPress 5 Basic jQuery, Photoshop, Sass, PHP, SEO, FTP, Shopify, and Git Fluent in English, Italian, Romanian, and proficient in Spanish and French   Front End Web Developer Certificate (June 2018), San Diego Continuing Education Cengage Learning Online Courses: Intro. & Intermediate HTML5 and CSS3 (August 2017), San Diego Public Library

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