**Angeline R. Slayton**

101 SW Quinton • Topeka, KS 66606 • 816.769.3699

[angeline.slayton@rocketmail.com](mailto:angeline.slayton@rocketmail.com)

<https://www.linkedin.com/in/angelineslayton>

[https://vintagevoodoo13.github.io/Portfolio](https://vintagevoodoo13.github.io/Portfolio/)

**Full Stack Development and Social Media Management**

* Over 10 years of social media web-site management, art and customer service experience.
* Front end/back end development including HTML, CSS, Javascript, JQuery, and Microsoft Office.
* Uses excellent communication skills to solve dynamic problems and provide stellar service.
* Capable of handling sensitive information with utmost care.
* Prioritizes work to help accomplish goals.
* Often exceeds performance expectations.
* Accurately transcribes and maintains information.
* Able to quickly adapt to new environments and technology.

**Professional Experience**

**2012 - Present: Contract Representative | VA HRC** – Topeka, KS

* Explains Veteran prescription information to in-bound callers.
* Maintains a working knowledge of benefits, prescriptions and other information.
* Transcribes requests left by voice mail, distributing them to appropriate representatives.
* Answers multi-line phones while prioritizing work.
* Uses Microsoft Office and VA systems to record information.
* Gives individualized attention to each caller, answering all questions.

**2008 - Present: Social Media Management/Web Development | The Eddies APV Club** – Kansas City, MO

* Manage social media marketing campaigns and day-to-day activities.
* Develop relevant content topics to reach the club's target audience.
* Create, curate, and manage all published content (images, video and written).
* Monitor, listen and respond to users in a “Social” way while cultivating leads.
* build and maintain the clubs web-site/merchandise store.

**2011 – Present: CECC Communications Specialist I | Shawnee County Sheriff** – Topeka, KS

* Dispatches for Sheriff, Police Department, Fire Department and Animal Control.
* Answers multi-line phones, communicating emergency information.
* Records and maintains information using Microsoft Office.
* Multi-tasks quickly and accurately in a high stress environment.

**2011 - 2012: Corrections Officer 1 | Shawnee County Jail** – Topeka, KS

* Assisted in controlling correction center inmate activities.
* Provided low-level counseling to inmates.
* Transported inmates to court proceedings and activities.
* Processed and sorted inbound mail.
* Prepared and maintained reports on individual inmates.
* Used information and communication to apply disciplinary sanctions and housing assignments.
* Follows through with all inmate programs and services.

**2008 – 2010: Clinque Cosmetics Sales | Macy’s** – Topeka, KS

* Worked with customers in a retail setting to provide them with cosmetics and skin care products.
* Improved sales by making suggestions and performing demonstrations.
* Handled all cash and credit card transactions.
* Exceeded all sales quotas by performing stellar service.

**2007 – 2008: Office Staff / Artist | Timeless Tattoos and Piercing** – Kansas City, MO

* Performed customer service tasks, including greeting and answering phones.
* Used clerical and business administration skills to help maintain shop.
* Filed and maintained release forms, customer records and payments.
* Charged with running the store while owner traveled.
* Provided customers with piercing and small tattoo services.
* Assisted in organizing shop and scheduling employees.

**2004: Public Relations Specialist | Kerry Edwards Campaign** – Clay County Democratic Office

* Worked to improve public relations for political candidate running for office.
* Used communication skills to learn more about public opinion.
* Researched and made suggestions on how to solve public opinion issues.
* Provided helpful information to office, improving the candidate’s overall position.

**Skills & Projects**

**Skills**

Microsoft Office \* HTML \* CSS \* Javascript \* JQuery \* Mysql \* Git \* Node.js \* Various Art Programs \* Photography

**Projects**

The Eddies Custom APV Club Website, Instagram, Facebook, and Twitter- 2008-present

I used my knowledge of website esthetics to reskin, design, and organize their page.

**Education, Certification, & Affiliations**

**Full Stack Web Development –** Kansas University, 2018

**Major Commercial Photography** – Central Missouri State University, 2005

**Art and Humanities** – Longview Community College, Lees Summit, MO, 2004

**High School Diploma** – Blue Springs High School, 2003

**Lean Sigma Six White Belt**