

ZANE STOTTS

Marble Falls, TX
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SKILLS

- Office**
- Calendar & scheduling
 - Documentation
 - Inventory
 - Proofreading
 - Record keeping
 - Time management
 - Typing
 - Written communication
- Production**
- Carbon fiber layup
 - Forklift operation
 - Load & unload deliveries
 - Minor equipment repair
 - Pack & ship items
 - Stocking product
 - Various power tools
 - Wax & metal casting
- Service**
- Attention to detail
 - Conflict resolution
 - Customer service
 - Employee training
 - Phone & email etiquette
 - Problem solving
 - Teamwork
- Technology**
- Audio & video editing
 - Canva
 - Computer literacy
 - Frontend development
 - Google Workspace
 - IT support
 - Microsoft Office
 - UX & UI design
 - Website maintenance
 - WordPress & Wix

SUMMARY

Hard working and motivated individual with a diverse range of skills and strong customer service background. Backed by formal education and certifications with proven ability to learn quickly, adapt to new situations, and effectively manage projects. Currently seeking an entry level position in a growing industry. Open to relocation in the United States.

EDUCATION

- College**
- Central Texas College — GPA 3.7
Associate of Arts — General Studies
August 2018 to May 2020
Killeen, TX
- High School**
- Cherokee ISD — GPA 4.5
High School Diploma — Valedictorian
August 2016 to May 2018
Cherokee, TX

CERTIFICATIONS

- W3Schools — HTML, CSS, JavaScript, Front End Development
freeCodeCamp — Responsive Web Design, JavaScript Algorithms & Data Structures

EXPERIENCE

- Web Designer** June 2025 to present
Akbash Dog Association of America Remote
- Create brand concepts and models, highlighting graphic and UX design skills
 - Update and edit web pages, implementing WordPress plugins and CSS additions
 - Ensure all web pages render correctly with responsive design techniques and media queries
- Yard Crew Member** April 2024 to present
McCoy's Building Supplies Spicewood, TX
- Train new employees, demonstrating leadership and communication skills
 - Provide excellent customer support, highlighting problem solving capabilities
 - Complete all three levels of role promotion, showing strong work ethic and ambition
- Wax Press Operator** July 2022 to April 2024
National Oilwell Varco Marble Falls, TX
- Operate complex machinery, displaying technical proficiency and safety awareness
 - Perform facility maintenance as needed, proving capability to adapt to different roles
 - Collaborate with team to ensure product quality, exhibiting teamwork and attention to detail
- Composites Worker** February 2020 to July 2022
Sat-Lite Technologies White Oak, TX
- Perform detail work on carbon fiber reflectors, requiring precision and care
 - Manage inventory and prepare products for shipment, illustrating organizational skills
 - Work with composites department to meet deadlines, demonstrating time management
- Pool Technician** April 2019 to February 2020
Browning Pools Llano, TX
- Assist clients with questions and concerns, providing superb customer service
 - Dose pools with proper chemical measurements, exhibiting attention to detail
 - Perform minor equipment repair, displaying technical skills and ability to learn quickly