

Skills:

HTML, CSS, Javascript, jQuery, Bootstrap, Node.js, PostgreSQL, Sequelize, React, Github, Slack, Microsoft Office, Excel, Power Point, Outlook, Gsuite, Sitelink, Adobe Indesign, Final Draft, and editing software such as AVID and Powerdirector.

Projects:

Tasting Board

January 2020

- Part of a two-person team where we developed an app that allows users to log-in and keep track of and rank alcoholic drinks.
Skills Utilized: HTML, CSS, Javascript, Node.js, Sequelize, Bootstrap, Express, Passport JS, Google Authentication, Local Authentication, EJS

Lyric Genie

November 2019

- Helped develop a website that let users search for partial lyrics, generate a list of possible matches, then generate a corresponding music video through youtube.
Skills Utilized: HTML, CSS, Javascript, jQuery, Youtube API.

Professional Experience:

Emuna Mini LTD. (Proguard)

August 2017-December 2017

Manager

Houston, Texas

- Explained, negotiated, organized, and executed hundreds of rental leases each year to a wide variety of customers.
- Organized and executed storage auctions for hundreds of past due accounts.
- Collected hundreds of thousands of dollars in back due accounts by making calls, sending letters, and negotiating payment plans.
- Designed signage, mapping, and documentation standards for company wide use.

The Jenkins Organization

April 2014-Current

Property Manager

Houston, Texas

- Redesigned and maintained company status report for 49 stores for several months by making the spreadsheet easier to read, understand, and input information into.
- Developed marketing initiative for new store by designing and distributing mail outs, flyers, and organizing community oriented events.
- Designed fully accurate to-scale maps for the property utilizing Photoshop.
- Increased insurance enrollment 36.01% and raised total monthly income an average of 3.34% over a one-year period by increasing community engagement and awareness.
- Performed regular maintenance on 500+ units including bulbs, doors, ceilings, and industrial air conditioners, saving the company thousands of dollars on private contractor repairs.
- Exceeded stretch goals for new property, achieving a 50% occupancy increase over 1 year.

Education:

DigitalCrafts
Full Stack Flex Program
2019-2020

Bachelors of Science in Professional Writing
Creative Writing Minor
Graduated Summa Cum Laude
University of Houston-Downtown - 2017