

# Ann Byykkonen

## FRONT END DEVELOPER

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### ABOUT

I'm a self-driven, value-oriented person. I am a positive force that brings focused energy to every office I enter and every project I touch. I have over a decade of experience in customer focused positions. I can communicate across differences, lead and support with confidence, and skillfully navigate with others has allowed me to become the engaged, motivating employee you always want on your team.

### EXPERIENCE

#### Full Stack Web Developer , Autodidact Udemy Student

November 2020 - February 2021

- Solo Project: The Waverly Inn
  - I sought to create a website that was easy for the customers to use.
  - This project was created with HTML and CSS
- Solo Project: Opal's Design
  - My goal for this project was to create a central focused project that allowed the customer to see different focal points throughout the website.
  - This project was created with HTML and CSS

Throughout my process I have learned both the front end and the back end. This process has shown me how to create a website that is appealing to the customers.

#### White Birch Dental, Princeton, MN— Office Manager

February 2019 - Present

- Prepare the monthly financial statements, budget variance reports, fixed asset entries and account payable
- Formulate year end financial statements and taxes
- Educate and train new and existing employees
- Process payroll and employee benefits
- Develop and implement policies and strategies for the clinic
- Gather and develop marketing strategy for the clinic

#### Fairview Homecare and Hospice, Princeton, MN— Patient Service Coordinator

January 2017 - February 2019

- Schedule and coordinate appoints for clinicians
- Handle complaints and creatively problem solves in the best interest of both customers and the company
- Work collaboratively with the clinicians

#### Metro Dentalcare, Maple Grove, MN— Practice Manager

August 2011 - January 2017

- Prepare the monthly financial statements, budget variance reports, fixed asset entries and account payable for five dental

### SKILLS

Leadership  
HTML  
CSS  
JavaScript  
SQL  
Budgets and financial reporting  
Reconcile financial statements  
Human Resources  
Microsoft Office  
Quickbooks  
Customer Service  
Business Systems  
Project Management

### EDUCATION

Udemy Bootcamp  
Front End Loader  
2020-2021

Bachelor's Degree in  
Business Administration  
Northwestern College  
2009-2011

Associates Degree in  
Accounting  
University of Phoenix, Axia  
2007-2009

offices

- Educate and train new and existing employees
- Process payroll and employee benefits for 25 employees
- Develop and implement policies and strategies for the clinic
- Work with employees to increase individual performance and set improvement goals

## PROJECTS

### **Expansion of clinic-** *Added more rooms to clinic*

Developed the renovation strategy and oversaw the \$150,000 clinic remodel while open for business.

### **Opening a new clinic -** *Opened two dental clinics*

Oversaw each one of the \$1 million dollar projects. Helped to keep the projects running smoothly and on schedule for the opening day so we would be open for business on schedule.