



# AFTON GAUNTLETT

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## Web Developer

Chantilly, VA 20152

aftongauntlett@gmail.com

804-909-4118

A technology minded and forward thinking artist seeking a career in Front End Web Development. Inspired by design and usability with a natural orientation towards collaborative innovation. My goal is connecting with people and their needs and this is the value I can bring to any team.

Willing to relocate to: Research Triangle Park, NC - Asheville, NC - Raleigh, NC

Authorized to work in the US for any employer

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## WORK EXPERIENCE

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### Owner and Operator

**Baysil Creations, LLC** - Chantilly, VA

October 2009 to Present

Handmade artwork with an online store front. I sell locally at various conventions.

### Laboratory Technician

**ATCC** - Manassas, VA

March 2019 to March 2020

Operate equipment, record data on controlled documents and enter sensitive information into proprietary ERP system. Ability to manage time and schedule with limited supervision. Communicate effectively with team members, supervisors and other departments on production order status. Follow production orders to complete operations in a timely manner. Experience working under cGMPs and ISO 9000:2001 specifications. Understand and demonstrate proper lab safety protocols and PPE. Read, adhere and document training for all SOP's and WI's required for position. Cross departmental training when required. Participate in interviews and training of new employees.

### Office Automation Clerk

**Travelers Insurance** - Chantilly, VA

July 2018 to November 2018

Short term contract - Assist with OPUS filing and compliance duties. Make copies, fax, and print important documents. Responsible for gathering files from other departments and retrieving stored files as needed. Prepare inactive files to be shipped to storage.

### Research Assistant

**Access Confidential** - Chantilly, VA

November 2017 to June 2018

Maintaining Access Confidential's proprietary database with updated information by researching daily press, advertising trade publications, and other online databases, as well as calling companies directly to confirm or update database information. Conducting email correspondence ("bounce tests") as a supplement to phone calling in order to verify accuracy of email addresses. Conducting extensive internet research by looking at company websites, trade publications, online newspapers and subscription-based resources with the purpose of verifying company information and statistics. - Performing database entry in a proprietary database which involves researching, editing and verifying information for accuracy before entering key data into proper fields, while adhering to established, strict formatting guidelines.

**Administrative Assistant****Macoy Publishing** - Henrico, VA, US

October 2015 to October 2017

Operate multi-head embroidery machine, engraving machine, hot press machine and other equipment as needed. Package and address orders using UPS World Ship and Stamps.com. Assist with inventory and catalog entry. Assist with merchandise photography for catalogs and website. Assist with data entry using Microsoft Office/Excel and In SQL. Meet daily deadlines and goals.

**Data Entry Specialist****Smash Direct** - Ashland, VA

March 2008 to January 2009

List items efficiently and accurately within deadline; meet monthly quotas; locate items quickly; learn new computer programs and software, research items; photograph and describe items professionally for sale; communicate between departments and occasionally assist customers with questions.

**Quality Control Manager****Richmond Camera** - Richmond, VA

September 2006 to March 2008

Quality control hundreds of orders each day; document/account management; handle a high volume of credit card transactions; package and prepare time sensitive mail; coordinate transactions between multiple departments; contact customers about pending orders; inventory restocking/checking in; sustain and meet deadlines. I also did a variety of other tasks - including color correction/editing of images via computer, scanning and imaging film, using various equipment for making buttons, t-shirts, mugs, etc.

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## EDUCATION

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**Career Certificate in Full Stack Web Development****George Washington University** - Arlington, VA

March 2020 to Present

**Career Certificate and State License in Nursing Assistant****J Sargeant Reynolds Community College** - Richmond, VA

March 2006 to September 2006

**High school diploma****Hopewell High School** - Hopewell, VA

2004

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## SKILLS

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- Data Entry (10+ years)
- Quality Control (5 years)
- MS Office (10+ years)
- Research (10+ years)
- Laboratory Procedures
- ERP Systems
- JavaScript
- CSS
- JQuery
- Bootstrap
- HTML
- Node.js
- Vue.js
- MySQL
- GitHub
- APIs
- Git
- REST
- React
- Web Development
- JSON
- Google Firebase
- Responsive Web Design
- Object Oriented Design

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## LINKS

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<https://aftongauntlett.com/>

<https://github.com/aftongauntlett>

<https://www.linkedin.com/in/afton-gauntlett>

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## CERTIFICATIONS AND LICENSES

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### **Driver's License**

### **Certified Nursing Assistant (CNA)**

September 2006 to September 2008

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## ADDITIONAL INFORMATION

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- I have been a volunteer for MAGFest, Inc. for over ten years. MAGFest is a non-profit organization dedicated to furthering the appreciation of video games, video game culture, and video game music. There are 20,000+ attendees at the main event held annually with numerous minor events throughout the year. I assist with technical operations and web development. I am also the head coordinator for activities and meal prep within the technical operations department (consisting of around 100 volunteers).
- Volunteered at various nursing homes and performed 6 months of training at Cedarfield Nursing Home in Richmond VA. Obtained my Certified Nursing Assistant license in Virginia. Cared for individuals with dementia, Alzheimer's disease, physical disability, those undergoing post-operative recovery and convalescents. Took and recorded vital signs such as temperature, blood pressure, pulse and respiration rates, and blood sugar. I was able to form meaningful bonds with residents and cohorts during my time as a CNA.