

ALISON FUNKHOUSER

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(503) 504 - 0784

EDUCATION

University of Washington Coding Bootcamp (*Full stack web development*) **July 2021- Present**

Relevant coursework: HTML5, Javascript, jQuery, responsive design, bootstrap, progressive web applications, local storage, session storage, Node.JS

Portland Community College (*Graphic Design*) **2020-2021**

Relevant coursework: English Composition, Statistics, Computer Concepts

Portland State University (*Business Management, Marketing, & Finance*) **2016-2017**

Relevant coursework: Communication, Business Writing, Business Mathematics

South Bend High School **Diploma 2016**

WORK EXPERIENCE

Two Heads Company, Raymond WA (*Marketing Coordinator*) **April 2021-Present**

Curated and composed company notifications, forms, and emails for distribution to the public, Ensured content completeness and accuracy in all company messaging, Developed and composed company marketing policies and procedures, Optimized essential administrative processes by instituting novel arrays of computer applications, Created marketing content for company website and social media, Designed custom material using Illustrator, Lightroom, and Photoshop, Collaborated with colleagues to achieve marketing goals

Tube Service Company, Portland OR (*Inside Sales & Accounts Representative*) **2017-Nov. 2020**

Completed numerous administrative duties to manage customer accounts, Distributed and serviced invoices (payable and receivable), Efficiently used office equipment and computer technology to perform essential bookkeeping and reporting tasks, Assisted peers across multi-regional offices, Worked collaboratively with intra-office colleagues to service large accounts, Communicated with customers on a regular basis about technical aspects of order and records, Curated and delivered many types of personalized and mass sales messages (email, mail, fax, phone, in-person), Directed company telecommunications, Manufactured 3D blueprints for custom laser technology

Nordstrom, Portland OR (*Retail Sales Representative*) **2016-2017**

Managed register serviced at check out, Routinely providing full-scale service to all customers, Completed cash and card transactions, Managed merchandise and inventory, Data entry

Elixir Café and Floral Arrangements, South Bend WA (*Barista & Waitress*) **2014-2016**

Hand crafted espresso and coffee beverages, Prepared soups and sandwiches, Completed cash and card transactions, Managed floral arrangements, Provided general customer service

RELEVANT SKILLS

Proficient in administrative office practices

Skilled computer user, including Microsoft, Adobe, and other software suite products
Adept communicator in written (English grammar and composition) and oral forms
Competent clerk, accountant, bookkeeper, receptionist, assistant, planner, and office organizer

Collaborative and independent worker

Detail oriented, extremely organized, manages time well, and multitasks with ease

Works diligently on independent tasks without supervision and collaborates well with colleagues