

# Alyssa C. Kieffer

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## Profile

An aspiring Web Developer with a long history of managerial experience, and proven self-motivation shown by years of remote work success. Exceptional organizational, time management, leadership and adaptability skills with an outgoing, creative personality that shines through in the work place.

## Skills

Experienced in Data Entry, HTML, CSS, Javascript, jQuery, Express/EJS, Node, Mongo/Mongoose, Ruby on Rails and SQL. Previously worked hands-on with Amazon, Salesforce, Concur and Quickbooks, along with all outlets of Microsoft Office. Amateur knowledge of Adobe Photoshop and adequate knowledge of Social Media Marketing and Branding.

## Experience

### S&D Kids, Office Manager

2013 - 2018

Worked closely with President to create a CMS system that would better suit the demands of growing business & staff, tweaked the Inventory System in order to keep up with influxes of orders throughout the busy season and helped make a more aesthetically pleasing & user-friendly website. Trained all new hires to list items on third-party retail sites along with the company's own website. Assisted in Branding and Social Media Marketing when the company launched their own brand sold on third-party retail websites. Worked on the back-end of Amazon Marketplace in order to list thousands of new items, while also fixing the styling of existing pages. Placed orders for new inventory, budgeted, and worked with P.O.'s to create a system to list items before they were received to help with the busy season. Worked remotely for 2-years with great success.

### ACK Photography

2011 - 2018

Wedding, Event, Family & Animal Photographer with great knowledge of DSLR cameras and Adobe Photoshop capabilities. 40 hours of Photography classes at Wilmington University.

### NV Boutique | La Petite Spa & Salon, Office Manager

2010 - 2013

Managed scheduling, budgeting and product orders for both locations. Worked with Owner to fully update website. Created a Social Media presence including a blog.

Helped form a series of Holiday Shopping Events to draw in customers, along with a "Vino & Gems" program to host parties with alcohol, hors de vours and a discounted shopping experience to draw in full parties for a personalized shopping experience.

## **Education**

### **General Assembly**

*Web Development Immersive Remote | 2018*

Three month program in which multiple code languages were covered and multiple projects assigned. Basis of CSS and HTML were already had, but acquired extensive knowledge of Javascript & additional languages thanks to this course. Self-motivated to reach stretch goals throughout the course, along with time management in order to balance a demanding course load.

### **Wilmington University**

*Associates in Liberal Studies | 2018*

Degree acquired with a remote program, which again required great organizational skills. Completed program with a 3.0 GPA and Dean's List in 2018 while holding a full-time job.