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| Andrea Thomas  Residence Manager | | |
| Seattle, WA | 206.981.6458 | andrea.thomas19460@gmail.com |
|  | OBJECTIVE |  |
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| After working with the family of a Microsoft executive for eight consecutive years, I am pursuing an entry into the field of software engineering. My educational endeavors afford me a dynamic perspective and a versatile skill set. I’m passionate about solving real world problems, completing projects, and collaborating with team members. | | |
| EDUCATION — | EXPERIENCE |  |
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| Psychology  Bachelor of Arts  West Chester University  of Pennsylvania  Coding Bootcamp  Certificate  University of Washington  Project Management  Prep I Course  Park University  Certified Associate of  Project Management  (CAPM)  Project Management Institute (PMI) | 2012-Present  Residence Manager, Childcare • Engrav • Seattle, WA  Supervise daily internal and external functions. Health and safety management. Project coordination with contractors. Inventory, transportation, scheduling, and purchasing.  2010-2011  Service Manager • Majolica • Phoenixville, PA  Exceptional customer and reservation service in fine dining  Inventory, monetary transactions, venue maintenance  2009-2010  Hostess • Winberie’s Restaurant • Wayne, PA  Communication management between managers and servers  Reservation scheduling and seating chart planning, phone services  *2004-2007*  Shift Supervisor • Steel City Coffeehouse • Phoenixville, PA  Register operations, customer service, food & beverage production, venue maintenance, front door service  *2003-2006*  Caterer Assistant • Ambrosia Catering • Phoenixville, PA  Provide support to kitchen crew, domestic and off-site catering staff  Coordinate event setup, client tours, venue maintenance, inventory | |
| KEY SKILLS — | COMMUNICATION |  |
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| HTML & CSS  Javascript  SQL | Throughout my entire professional experience, communication has been the most critical component to effeciency in any pursuit. Whether it’s soliciting feedback from a client or double-checking an order with service staff, I rely on communication to achieve tasks, large and small, and deliver the best possible outcome for clients and team members. | |
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|  | REFERENCES |  |
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| Available upon request | | |