



Angelisa Hunt

Portland, OR
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Prepared to utilize broad skillset and varied work history related to Front End Web Development, written & verbal communication, and problem solving, always with superb work ethic. Quick learner and highly adept at process improvement. Passionate about helping others and embracing change with stellar attention to detail.

Work Experience

Lead Sales Associate / Keyholder

10/2021 to Present

Soma / Chicos FAS

Tigard, OR

- Ensure positive customer experience
- Maintain registers & deposits
- Oversee associates & effectively communicate with team and superiors
- Create plans of action for tasks & projects
- Continuous process improvement

Reservation Specialist

01/2017 to 03/2020

Freelance Contract Work

Portland, OR, 100% Remote

- Create enthusiasm with guests and group leaders, primarily through the art of email
- Collaborate with marketing team & web designers to create and draft specials, edit newsletters, update website
- Maintained 100% occupancy
- Increased group sales by over 200%
- Led conversion between booking software including preparing data, creating project outline & task list, troubleshooting, execution
- Effective & efficient problem solving with booking software
- Created tracking methods for communication, client status, payments, etc. through Excel & Outlook

Marketing & Reservation Support

01/2017 to 02/2021

Reef Adventures

Portland, OR, 100% Remote

- Update website, create newsletters, collaborate on creating specials
- Coach, edit, and assist owners with verbiage for communication with clients
- Coordinate with hotels and resorts, create vacation packages, coordinate details

- with all involved parties

Lead Internal & 3rd Party Sales Coordinator

11/2005 to 01/2017

Vestas American Wind Technology

Portland, OR

- Broad experience during tenure at Vestas including Supervisor, Customer Service, Trainer, Inter-department Liaison, Inventory Analyst, and more
- SAP Superuser, supported ERP transitions globally
- Key point of contact for troubleshooting SAP, initiating changes when needed
- Continuous process improvement including with reporting and data
- Extensive use of Excel, as well as Outlook, Access, and more

Skills



HTML5, CSS, SASS, JavaScript, jquery - 3 years

Wordpress - 4 years

Web content development & Website maintenance - 6 years

SAP - 7 years

Spanish Language - 10+ years

Experience & discipline as self-employed remote freelance contract worker - 6 years

Education



Treehouse

Other

Front End Web Development Techdegree

100% Remote

Oregon State University

Bachelor's

BA in Spanish, BS in Human Development & Family Studies (Early Childhood Education)

Corvallis, OR; Oviedo, Spain; Perugia, Italy