

# ANITA MARTIN

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## PROFESSIONAL STATEMENT

I am pursuing a new career after a career in the warehouse/satellite industry. I discovered after some years in management roles my real passion has been in Computer Technology. While working at my last position, as a Warehouse Manager gave me some satisfaction in this, I have been wanting to advance my knowledge and abilities to learn code through taking classes. This is when I decided that I wanted to return to school and learn the current computer languages and techniques that can help me further my career in becoming a Software Programmer.

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## SKILLS

Languages:	Visual Basic for Application (VBA), JAVA, Android
Operating Systems:	Windows: 10, XP, LINUX
Software:	Microsoft Office, Internet Explorer, Mozilla Firefox, GitHub, Google Chrome, IntelliJ/JetBrains Google applications: Docs, Gmail, Calendar, Maps
Troubleshooting:	Diagnosis of printers and network connections.
Other Skills:	Basic networking skills.
	Great user knowledge in inventory software, databases and systems (Oracle).
	Possess strong organization skills to stay on top of daily tasks such as inventory, ordering, and control.
	Ability to work in groups or independently.
	Strong leadership and management skills over small and large groups.
	Has the ability to work well under pressure and in multitasking environments.
	Possesses strong communication skills among all colleagues.

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## EDUCATION

Albuquerque, NM

August 2019

Certificate of Completion -Deep Dive Bootcamp – JAVA + Android

- Currently enrolled in a 10-week JAVA + Android Bootcamp
  - Projects:
    - *Fizz Buzz Game* – A mathematical game that test your skills on the knowledge of a range of numbers that are divisible by 3 (Fizz), 5 (Buzz) or both (Fizz Buzz).

ITT Technical Institute, Albuquerque, NM

May 2005

AAS Degree in Information Technology/ Computer Networking Systems

- Related Coursework in the field of Information Technology

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## **EXPERIENCE**

### ***Warehouse Manager***

September 2009 to May 2009

#### ***DISH Network***

- Maintained inventory and managed equipment use for remote technicians through ORACLE, Excel, and OFSC system software.
- Troubleshooted, resolved and updated Excel spreadsheets of a remote technician inventory database forms to help maximize efficiency and control shrink.
- Maintained an accurate physical count of van product, warehouse product, and salable product on a weekly and monthly base using various warehouse software.
- Worked with vendors for new equipment and returned products using scanners and Excel forms.
- Assisted in training processes for new hires from safety guidelines, to pull and replenish stock, and teaching about the OFSC, Oracle, GPS Fleet Tracking System, & shipping receiving software systems.
- Worked side by side familiarizing new hires with daily routines to help build their organizational skills.

### ***Floor Supervisor***

September 2008 to September 2009

#### ***Pro-mark Research***

- Implementation of nationwide surveys for data collection using CATI.
- Completed data entry in Excel for data analysis, building an output for an easy-to-read result.
- Maintain office employees to enforce policies and regulations.
- Regulation of interviewee comments and concerns.
- Development of phone scripts for new and future employees.

### ***Store Manager***

January 2004 to December 2007

#### ***Dollar Tree***

- Evaluation of store associates for promotions, pay increases, and all other feedback.
- In charge of all hiring processes such as interviews, scheduling, salary, and all human resources requirements.
- Managed store through merchandizing, keeping track of inventory, and conducting inventory processes.
- Keeping monthly sales to a target range by pushing product sales through employee coaching.
- In charge of new store openings by handling all required logistics.