

Charlotte Lyons

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EDUCATION

Regis University, Denver, CO

2013

Bachelor of Fine Arts

PROFESSIONAL EXPERIENCE

Sexy Pizza, Denver, CO

June 2024 – Present

Delivery Driver

- Promoted to Driver Lead for demonstrating strong problem-solving and the ability to manage shifting priorities in a fast-paced environment.
- Maintained detailed communication and coordination with team members while working independently, delivering consistent service and resolving customer issues.

Jeffrey T. Lodi, DDS, Arvada, CO

April 2023 – May 2024

Assistant

- Used practice management software (Eaglesoft) to schedule appointments, process insurance claims, and maintain accurate patient records.
- Supported daily operations across both clinical and administrative tasks, including assisting with scanning, radiography, and 3D printing, and troubleshooting issues with software and local server systems.

PROJECTS & EXTRACURRICULAR

Personal Website – www.charlotte-lyons.com

- Designed and deployed a website hosted on AWS EC2 instance running Ubuntu Server and Apache.
- Secured the site with HTTPS using Let's Encrypt and Certbot.
- Configured DNS settings and tested DNS resolution.
- Developed locally in VS Code, committed changes using Git and pushed to GitHub for deployment to the AWS-hosted site.

SKILLS

Certifications: A+, Network+, Security+

Systems & Platforms: Windows, Linux, Android, AWS, VirtualBox

Web & Dev Tools: GitHub, Apache, Visual Studio Code

Networking & Security: DNS Configuration, HTTPS/SSL, SSH & Remote Access

Soft Skills: Customer Service, Troubleshooting, Time Management, Empathetic, Flexible, Organized