Ashlyn Hicks

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Portfolio: https://ashattack.github.io/Responsive-Portfolio/index.html
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Github: https://github.com/ashattack

Objective

I love learning new tools and am looking for a growing company with which to start my career. I have a passion to learn and I'm currently enrolled with UCF full-stack bootcamp to further my Javascript and front end skills, as well as, learning back end systems such as servers and databases.

Education

DIPLOMA | MAY 2015 | LAKE MINNEOLA HIGH SCHOOL

ASSOCIATE DEGREE| May 2017| VALENCIA STATE COLLEGE

· Major: Business

Skills & Abilities

COMMUNICATION

· Ability to interact with clients/customers and address their questions or complaints in a professional manner
· Computer skills (Microsoft word, Excel and PowerPoint)

TECHNICAL

· Client side development (Javascript, CSS , HTML)
· Git and Github
· Server Side Development (Node.JS)
·SQL
·Bash

LEADERSHIP

· Ambassador for Rotary Youth Exchange program abroad- Faroe Islands (2013-2014)
· · Volunteer at South Lake Animal League (2016 – 2017)

Experience

ADMINISTRATIVE ASSISTANT/ HUMAN RESOURCES | HAND IN HAND HOME CARE SOLUTION | SEPTEMBER 2015 - CURRENT

· Interviewing and hiring field staff and on-boarding

· Maintaining and updating employee records.

· Maintaining and updating patient files

· Answering phones and directing them to the rightful party

· Scheduling patients care with appropriate field staff

· Handling complaints from patients and field staff.

· Data entry/Scanning

AP Researcher | Radius Point | 2018-2020

· Managed team by providing them with adequate tools and guidance

· Contacted vendors regarding customer information

· Input data from invoices into the system

· Received disconnects and would call the vendor to understand the reason and fix

· Set up accounts for customers in their area

Javascript Projects | UCF Bootcamp | 2020-2021

· Password Generator - Creates a password by taking in user inputs with Alerts and generating a random password. I used vanilla Javascript, CSS , and HTML.

· Avatar Quiz - A timed quiz that also takes score and allows you to view your highscores. I used Javascript, CSS, Bootstrap, and HTML.

· Weather Dashboard - A user inputs a city and the browser calls the open weather API to get the local weather for that city and also saves the user inputs to local storage. I used Javascript, CSS, Bootstrap and HTML.