

ASHLEY SMITH

WEB DEVELOPER

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<http://ashleymsmith.tech>
<https://github.com/ashley2>

TECHNICAL SKILLS

JavaScript | NodeJS | Angular | Express | MongoDB | Bootstrap | jQuery | HTML5 | CSS | Sass

EXPOSURE SKILLS

Lodash | Underscore | MySQL | Foundation | Materialize | Ionic | Mocha | Chai | Travis | Moment

EXPERIENCE

Administrative Assistant | *Maser Consulting PA, Sterling VA* September 2013 – March 2015

- Creation and editing of proposals and notarizing public documents for executive approval
- Research growing markets for new business and implementing requirements and strategies for approval
- Act as liaison with equivalent offices to support the needs of the larger corporate consulting team
- Prioritization of projects and managing workloads on consulting team's behalf
- Basic administrative skills including editing and maintaining corporate files, setting up meetings and conference calls, booking travel accommodations, and packaging and shipping approval documents

Independent Sales Consultant | *Scentsy Wickless Candles, Arlington VA* July 2014 – Present

Event Planning Intern | *The Winery at Bull Run, Centreville VA* July 2013 – September 2013

- Creation of events including researching markets and maintaining meeting details to client specifications
- Detailed database creation and management for multiple clients and spreadsheets
- Updating client information details using Salesforce and maintaining social media functions of company using Hootsuite.
- Marketing and advertising to new clients and creating powerpoint presentations

EDUCATION

B.S. Psychology | *Virginia Tech, Blacksburg, VA* 2009- 2013

DEV COURSES

- **Coding House** –full immersion JavaScript Boot-camp with an emphasis on the MEAN stack - **2015-2016**
- Online Resources –Codeschool, SkillCrush: HTML & CSS, JavaScript & jQuery

PROJECTS

For my most recent projects please check out my Personal Website and Github.

OTHER SKILLS

- Sprint SCRUM agile development
- **Notary Public** - Expiration October 2018
- Salesforce

HONORS & ACTIVITIES

- **Hackathons & Meetups**
- **Charter Member** | *Gamma Phi Beta Sorority* 2010 - Present
- **Member** | *Sigma Alpha Lambda Honors Organization* 2010 - Present
- **Volunteer/Teacher** | *VT StayFit* 2010 – 2013