

ALLISON PITTMAN

Denver, CO

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Software Engineer with a BS in Biology and 11 years of customer service, administration, and sales experience. As a hard-working self-starter with extreme attention to detail, I always strive to perform above and beyond what is asked of me in an enthusiastic manner. I am a customer-oriented professional who excels at analyzing and resolving issues while displaying compassion and empathy. I pride myself on being very teachable and adaptive to each new role I undertake in my personal and professional career.

SKILLS & TOOLS

Technical Knowledge: HTML5, CSS3, JavaScript, Python, Node.js, Express, EJS, MongoDB, Mongoose, Django, React

Operating Systems: Windows, Mac IOS

Software Applications: Microsoft Office (Word, Excel, Powerpoint), Salesforce, Mailchimp, 123Pet, AVImark Veterinary Software, Hosted Suite, Evo, HubSpot, Morningstar, Lightspeed, Weebly, Postman, Lucidchart.

Social Media Platforms: Facebook, Instagram, Twitter, Tumblr

General Skills: Payroll, Service Sales, New Employee Training, Invoicing/General Accounting, Data Entry, Client Resolution, Retail Management, Retail Sales, Veterinary Assistance, Inventory Control, Call Center Work, Appointment Scheduling, Reception, Typing, Customer Service

WORK EXPERIENCE

Software Engineering Apprentice

General Assembly - Denver, CO (remote), June 8, 2020 to August 30, 2020

As a Software Engineering Immersive Bootcamp student, I participated in a remote classroom environment where I received training in front-end & back-end software development.

PROJECTS:

- [Tamagotchi](#) - Mini game inspired by the classic pocket pet - HTML5, CSS3, JavaScript
- [Pets4U](#) - Mock pet adoption website - HTML5, CSS3, JavaScript, Node.js, Express.js, MongoDB, Mongoose
- [Earthy Skin Care Collaboration](#) - Mock skin care product site. 24 hour project - HTML5, CSS3, JavaScript, Node.js, Express.js, MongoDB, Mongoose
- [Wayfarer](#) - Mock travel app - HTML5, CSS3, Python, Django, Pillow, Paperclip
- TrailStamp ([Front End](#) | [Back End](#)) - Virtual hiking "stamp card"/review tracker - HTML5, CSS3, Python, JavaScript, Node.js, Express.js, MongoDB, Mongoose, React.js

Inventory Specialist

Luke & Company Fine Pet Supply & Outfitters - Denver, CO, October 2019 to May 2020

Luke & Co. is a locally-owned pet supply boutique specializing in health and wellness especially concerning diet wellness. As the inventory specialist I was responsible for tasks ranging from physically stocking inventory to creating relationships with company reps in order to invite in new items.

- Populated and confirmed large weekly orders using Lightspeed that routinely exceeded \$10,000 through major vendors and direct-to-order companies.
- Maintained accurate inventory levels for over 15,000 SKU's using virtual spreadsheets and physical stock checks.
- Created relationships with various company reps and oversaw acquisition of new inventory.
- Assisted clients with information and suggestions based on unique needs about the company's products and services.

Area Center Coordinator

Metro Offices - Northern Virginia, February 2019 to September 2019

Metro Offices is a woman-owned successful "small business" specializing in physical and virtual shared and private work spaces. My responsibilities as an Area Center Coordinator required me to travel to three to four different centers in the area per week in order to assist each center with various services while maintaining a professional appearance and demeanor.

- Assisted clients with a myriad of questions and requests including equipment loans, meeting room booking, center tours, service quotes, and more.
- Maintained open communication with other centers within the company to ensure clients were taken care of regardless of location.
- Screened/directed incoming phone calls in a manner specific to each company receiving answering service with a pleasant demeanor and accurate transfers.
- Organized and hosted several events at several centers celebrating various holidays and appreciation days.

ADDITIONAL EXPERIENCE

- **Manager/Pet Sitter**
Independent Pet Sitting - Northern Virginia, January 2014 to September 2019
- **Assistant Manager**
Bark 'N Bubbles of Fairfax - Fairfax, VA, 2014 to September 2019
- **Data Entry/Research Specialist**
CyberSecJobs - Northern Virginia, June 2018 to January 2019

EDUCATION

Software Engineering Immersive (SEI) Program - *General Assembly* - Denver, CO, June 8, 2020 to August 31, 2020

Bachelor's in Biology - *George Mason University* - Fairfax, VA August 2014 to December 2017

CERTIFICATIONS AND LICENSES

Notary Public

Virginia, Valid June 2019 to September