**BRANDEN MONROE**

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Website Resume: bmon1.github.io/web-resume Github: github.com/bmon1

**Recent Computer Science graduate searching for a software development position.**

**Skills**

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| --- | --- | --- |
| * Java (2 years) | * OOP (2 years) | |
| * C/C++ (2 years) | * HTML (1 year) | |
| * Python (2 years) | * CSS (1 year) | |
| * SQL (1 year) * MySQL (1 year) * SQL Server (1 year) | * JavaScript (1 year) * Linux (<1 year) * Microsoft Office Suite | |
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**Work Experience**

**Hotel Ella, Austin, Texas 2017 - 2022**

**Valet Supervisor/Shuttle Driver**

* Awarded Hotel Ella Front House Employee of the Year.
* Managed all valet services and valet staff at Hotel Ella.
* Ensured customer satisfaction in a fast-paced environment.
* Managed employee scheduling and maintained accurate record keeping.
* Utilized MS Office Suite applications for records and management tasks.
* Trained valet parking staff on parking and valet procedures.
* Maintained a database of all vehicles parked.
* Coordinated parking solutions for various events.
* Ensured the safety and security of all valet parked vehicles.
* Evaluated the performance of each valet staff member.
* Ensured the timely collection of valet fees and maintained accurate cash records.

**Towne Park, Houston, Texas 2014 - 2017**

**Guest Services Associate**

* Monitored all check in/out of guests and attended to all complaints/requests ensuring effective resolution of issues.
* Oversaw automotive issues of all guests, ensuring safe handling of returned and parked cars.
* Escalated issues as necessary, according to company standards.
* Managed all communications with shift employees and maintained a log book to maximize profit for the facility.
* Monitored all cash transactions according to bank agreement policies and company guidelines.

**Flextronics, Austin, Texas 2013 - 2014**

**Material Handler**

* Oversaw the process of moving and distributing materials in warehouses and production facilities.
* Extracted and loaded material for transport.
* Adhered to safety procedures and regulations, including wearing special protective gear and disposing of materials as regulated by law.
* Ensured production areas were fully stocked and had the products necessary to fulfill orders.
* Received and unloaded freight both manually or with equipment such as pallet jacks; checked for damaged goods; verified quantity and quality of order; verified items received against documentation.

**Education**

B.S. in Computer Science from Texas State University (3.11 GPA) *May 2022*