

# Carlo Munoz

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## EXPERIENCE

### Sales Operational Coordinator

Nov 2024 - Jan 2026

Whisper Windows

- Managed inbound client inquiries across phone, email, and text, serving as the main point of contact and ensuring smooth communication throughout the sales process
- Prepared and sent contracts, estimates, and invoices, supporting deal progression and maintaining accurate documentation
- Coordinated order fulfillment with warehouse teams, overseeing client orders from processing to completion
- Scheduled and managed installations, ensuring timely execution and a seamless client experience

### Freelance Frontend Developer

Nov 2023 - Nov 2024

Self Employed

- Delivered professional websites and components using HTML5, CSS3 (+ SCSS, BEM), JavaScript and React best practices
- Improved website performance by compressing, caching and lazy loading images and components
- Included SEO, responsive, multi-platform and hosting support, enabling their website to be used by any browser or device in the world

### Frontend Developer Internship

Mar 2023 - Nov 2023

Frontend Simplified

- Transformed a completely static HTML, CSS, JavaScript and React single page application into an interactive user interface using animations, transitions and carousels
- Processed API requests with Axios to dynamically represent data from a cloud server and represented it through skeleton loading states, pagination and dynamic routing
- Utilized Git version control and the GitHub interface to work and thrive in a virtual and collaborative team environment

### Restaurant Manager

Jun 2021 - May

2023

Original La Stazione

- Streamlined operations and reduced labor costs by 30% through the implementation of new workflows and processes
- Developed and implemented strategies to increase customer satisfaction, resulting in a 50% increase in repeat customers

## PROJECTS

### NYC Happy Hour Bar Directory | [Website](#) | [GitHub](#)

HTML, CSS, JavaScript, React.js, Firebase

- I've developed a web application with user accounts that allows over 100 users to filter bars by neighborhood, borough, and specials offered.

### NFT Marketplace | [Website](#) | [GitHub](#)

HTML, CSS, JavaScript, React.js

- Users have the freedom to explore various NFTs and creators, showcasing comprehensive details like pricing, follower statistics, and the option to filter based on various criteria.

## EDUCATION

### Frontend Simplified Bootcamp

Sep 2023

Web Application Development

NYC, NY

- Classes: HTML, CSS, JavaScript, React, TypeScript, Backend Development, Data Structures & Algorithms
- Leadership: Support Technician to 200+ students

### SUNY New Paltz

May 2021

Introduction to Computer Science

NEW PALTZ, NY

- Completed first two years of general education classes

## OTHER

- **Languages:** HTML, CSS (+SCSS), JavaScript, React
- **Technical Skills:** Git, Adobe Photoshop, Adobe Illustrator, Adobe After Effect, Google Suite