

CHERYL-ANN CAITANO

ENTRY-LEVEL WEB DEVELOPER

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LINKEDIN: <https://www.linkedin.com/in/cheryl-caitano-0a8a825> · **GITHUB:** <https://github.com/ccaitano>
PORTFOLIO: <https://ccaitano.github.io/skills-portfolio/>

Excellent technical, organizational, and time management skills used to streamline processes/procedures and enhance employee productivity and profitability in both small business and large corporation environments. Proven project management, troubleshooting, and team collaboration experience. Strong computer abilities and able to learn quickly and efficiently. Highly adaptable and reliable, requiring minimal guidance. Eager to learn and experience new challenges.

TECHNICAL SKILLS

Bootstrap · CSS · Excel Macro (VBA) · Express · Git · Handlebars · Heroku · HTML · JavaScript
MongoDB · Mongoose · Node.js · Progressive Web Applications · React · Sequelize · SQL

PROJECTS

AuxNudge (Co-Creator) - Tools: Bulma · Genius Lyrics API · HTML/CSS · JavaScript · jQuery · Words API

GitHub: <https://github.com/ccaitano/aux-nudge> · **Deployed Project:** <https://ccaitano.github.io/aux-nudge/>

Web application that allows the user to search for songs based on a keyword or phrase either input by the user or from a random word generator.

Tech Blog (Co-Creator) - Tools: Express · Handlebars · Heroku · HTML/CSS · JavaScript · MySQL · Node · npm · Sequelize

GitHub: <https://github.com/ccaitano/mvc-tech-blog-cc> · **Deployed Project:** <https://mvc-tech-blog-cc.herokuapp.com/>

CMS-style blog site where developers can publish their blog posts and comment on other developers' posts.

WORK EXPERIENCE

OFFICE MANAGER · Horizon Automotive, LLC · Kamuela, HI · 2015 - Present

- Receive customers, schedule appointments, delegate technician work statements, and organize/maintain efficient virtual and physical filing systems to increase technician workflow and productivity. Document all processes and procedures and maintain company website and MSDS records to ensure compliance with industry standards.
- Handle all financial aspects (e.g., account payables/account receivables) including inventory of over 750 consumables, monthly and annual budgets, payroll services, deposits, and taxation/licensing requirements resulting in annual revenue surplus for 7+ years.
- Create invoices, work orders and estimates. Order applicable parts and manage any customer concerns as needed. Track company key performance indicators to increase technician revenue by 40%.
- Scan vehicle computer modules for any diagnostic trouble codes and program/reflash vehicle modules using J-2534 equipment to successfully repair software issues and aid technicians in the diagnostic process.

TECHNICAL STRESS ANALYST · The Boeing Company · Everett, WA · 2012 - 2016

- Performed complex structural stress analysis for the 787 model interior commodities including passenger seats, provided certification plan inputs and coordinated with the Federal Aviation Administration Authorized Representatives and engineers to certify the interior installations of over 100 unique customer configurations.
- Acted as primary focal for all passenger model Flight Deck Seats analyses, Lean+/5S activities, and the 787-10 model which included developing process improvements, coordinating hundreds of data transmittals, adhering to strict schedules, and interfacing with internal groups, partners, and suppliers to ensure effective and timely deliverables.
- Prioritized the work statement for 25+ employees, tracked all team metrics, reported status/progress to senior leadership, and programmed Excel macros and other tools to streamline repetitive team tasks resulting in a reduction of backlog work and increased transparency between senior leadership and engineering.

EDUCATION

Full Stack Web Developer Certificate · University of Washington · 2022

Fundamentals of Systems Engineering Certificate · California Institute of Technology · 2014

B.S. in Mathematics (Minors in Physics and Astronomy) · Western Washington University · 2007 — 2012
