

JAMES CHASTAIN

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716 Academy Dr., #2,
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Hello,

Thank you for taking the time to review my resume. I have spent the last year-and-a-half in a director position at an online retailer, utilizing Excel formulas and VBA to automate and improve many of our processes across all departments. You can read more details about my time there on the following page. I have been learning software development along the way, familiarizing myself with many languages including Python, Visual Basic, C#, Swift, PHP, and especially JavaScript.

Working at a small company, I work closely and directly with the stakeholders of the software I create, which was fostered a respect for testing and quality assurance, collaborative assessment of the software, and focused independent work. I would direct your attention to a personal, skill-developing project at github.com/chastain1337, where I utilized the MERN stack, REST API's, and other frameworks to create a mock intranet for an online retailer.

While I currently reside in southern Indiana; my family and I are considering back to our hometown in the Henry County area. Given the opportunity, I would love to work on and grow my skills with this company, and I think you'll find I would be a valuable asset to the team.

I look forward to hearing from you,
James Chastain
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678-763-2989

WORK EXPERIENCE

October 2017 – Present

North America Distribution; Sellersburg IN

An online retailer specializing in HVAC and Appliance Repair parts.

Supervisor: Joe Russell, owner. 502-727-1158. *Please do not contact without my permission.*

Administrative Assistant: Development and Purchasing (Oct '17-March '18)

- Resolve inventory discrepancies by utilizing relevant data from vendors, the warehouse, and multiple databases
- Problem-solve to reroute orders to appropriate filters for shipping / backordering depending on ETA's and inventory
- Compile daily ordering using premade Excel templates and scripts
- Create and upload Amazon listings
- Take and edit stock photos of parts using Adobe Photoshop
- Data entry

Director of Development and Purchasing (March '18-Present)

- Create and develop new processes, primarily utilizing Excel files by using VBA to automate tasks, speed processes, and reduce error company wide. Example projects include:
 - Visual Basic script to download current available inventory from web API and update internal systems
 - Excel Template utilized by accountants to compile, check, and import daily sales from Amazon, eBay, and other web stores.
 - Multiple scripts utilizing SQL Data Queries, Selenium for VBA, VB UserForms, MSXML2 HTTP Requests, Adobe ExtendScript for Photoshop and Acrobat automation
- Meet regularly with other department heads and supervisor to assess the quality of scripts and processes I created; update or improve those processes accordingly
- Communicating with vendors to negotiate and resolve pricing issues
- Interviewing and hiring for Administrative Assistants
- Various IT solutions
- Manage a team of assistants who perform the above tasks, and perform them in their absence
- Utilize and understand programs such as SkuVault, ShipWorks, Microsoft Dynamics NAV, and others

October, 2015 – August 2017

Levy Prom Golf Catering; Oakland, MN

A traveling catering company contracted by PGA Golf.

Supervisor: Rogine Johnson, Senior Staffing Executive. 612-306-1495.

Corporate Manager

- Flying to each Golf Tournament and arriving fully prepared to fulfill job responsibilities
- Establishing a positive working relationship and rapport with each corporate client/host
- Managing food and beverage service within a single/multiple hospitality suites
- Training and managing a temporary staff of 2-15 individuals including Servers, Table Bussers, Cocktail Servers, Buffet Attendants, Food Preparers, Chefs, Dishwashers, and Bartenders during each (weeklong) event.
- Setting up proper buffets, bars and working areas to ensure all health department regulations are met
- Taking and keeping track of inventory to ensure that all necessary food/beverage items are available each day of event
- Knowledge of catering menus to ensure contracted items are presented and served as requested by client
- Performing and completing assigned responsibilities without the assistance of senior management

August 2013 – August 2015

Point University; West Point, GA

Supervisor: Pam Ross, Director of Alumni Relations. 404-285-5786

Alumni Relations Administrative Assistant

- Various administrative tasks, including managing office calendar, making phone calls, daily database updates, printing, and writing/filing reports
- Aiding in the organizing and planning of Alumni-related events, especially during Homecoming Week
- Composing and delivering the weekly Alumni Newsletter
- Remaining competent and training other staff on using Raiser's Edge (fundraising and database software)

SKILLS/LANGUAGES

JavaScript: Proficient in language basics as well as utilizing React, Express, and Mongoose for MongoDB.

HTML/CSS: Basic-Intermediate Proficiency

SQL, C#, Swift, Python: Some exposure

Typing – 80-90 WPM

Microsoft Excel and VBA– Highly proficient in advanced formulas and automation

Microsoft Word – 10+ years' experience, writing and designing

Photoshop – 5 years

EDUCATION

August, 2016 – December 2017

Boyce College, Louisville, Kentucky / Online

45 hours (Three semesters)

Major: Humanities, minor in Biblical Counseling

August, 2013 – December 2014

Point University, West Point, Georgia / Online

45 hours (Three semesters)

Major: Dual Major in Biblical Studies and Preaching

August, 2009 – May, 2013

Woodland High School, Stockbridge, Georgia

Graduated: May 31, 2013