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# CHIZA BARBER

**(832) 754-6556**

chiza.barber@gmail.com

[www.chizabarber.com](http://www.chizabarber.com)

## About Me

I call myself an "office veteran". My experience in administrative roles spans more than a decade across various industries. Now, I'm hoping to expand my skillset in the tech field. As a self-starter, I enjoy creative work environments where team synergy is balanced with a good level of individual autonomy.

## Experience

Six Foot Staffing • 2018-2019  
Administrator / Webmaster

Six Foot Games • 2017-2018  
Customer Support Agent

Houston Swim Club • 2007-2017  
Administrative Staff

WT Café Sugar Land • 2013-2015  
Operations Manager

## Education

DigitalCrafts Houston • 2019  
Full-Stack Flex Program

Houston Community College • 2011  
Associate in Arts

## Skills

Office Administration • Customer Support / Service

Record-keeping, document management, billing and invoicing, customer support via phone and email, performance metrics, team processes and collaboration tools

Web Development • Website Administration

Full-stack web app and site development, Wordpress and Squarespace administration and blogging, social media management on Facebook, LinkedIn and Twitter.

## Tools

Microsoft Office, Google Apps and various CRM and ATS systems

Atlassian JIRA and Confluence, Trello, Podio and GitHub

Wordpress and Squarespace CMS administration and blogging

Buffer and HootSuite social media management tools

Visual Studio Code, Atom and SublimeText code editors

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