# Cherron Simes

Ambitious junior web developer with proficiency in front-end technologies and project management skills eager to  contribute to company efforts through attention to detail, effective communication, and creative problem-solving.

Highland, IN 46322
**(219) 805-3001**
**cherronsimes@gmail.com**
*https://github.com/csimes*
*https://www.linkedin.com/in/cherron-simes/*

## EXPERIENCE

### Cimcor, Inc, Merrillville, IN — *Administrative Assistant*

JAN 2019 - PRESENT

Successfully completes payroll migrations to or from platforms, including ADP TotalSource, ADP Run, Paycom, and Netsuite SuitePeople Payroll/HR and ERP migration from Xero to Netsuite.

Manages and works in Netsuite daily for ERP, HR, and payroll needs, ensuring the product is being properly leveraged to have the maximum positive impact on operations.

Designs and improves onboarding processes, such as implementing an entirely digital onboarding plan to support remote employees.

Acts as controller, closely monitoring the company's financial health by maintaining, managing and analyzing financial transactions, payroll, budgets, and tax compliance issues.

Coordinates executive's challenging schedule by planning and scheduling meetings and travel, resolving conflicts where necessary.

Plans and executes company-wide outings to increase engagement between employees.

Prepares  important investor and stakeholder-facing documents such as reports or consolidated research.

Evaluates and tests products to help support or improve administrative processes.

Manages day-to-day office operations.

Assists with the management of multiple subsidiaries.

Ensures operation of the building owned by the subsidiary by communicating with tenants, working with vendors, and creating procedures.

### The Adventure Club, Schererville, IN — *Site Coordinator & Social Media Coordinator*

MAY 2016 - JAN 2019

Created lesson plans and enrichment that aligned with The Adventure Club's core competencies.

Responsible for the health, safety, and well being of children and staff at all times.

Used appropriate and effective classroom and employee management strategies.

Actively participated and modeled positive behavior for children and subordinates.

Reported to Corporate any behavioral concerns and/or incidents involving the children or staff in the program.

Attended all staff meetings and professional development training, including

## TECHNICAL SKILLS

### *Languages/Libraries*

JavaScript, TypeScript, NodeJs, React, Express, JWT, Bcrypt

### *Cloud Technologies*

Heroku, Firebase, GitHub, Netlify

### *CI/CD*

Agile, Scrum, Git

### *Databases/ORM*

PostgreSQL, Sequelize

### *Web Technologies*

HTML, CSS, APIs, Responsive Web Design

### *Styling Libraries/Frameworks*

Bootstrap, Material UI

## EDUCATION

### Eleven Fifty Academy, Indianapolis, IN — *Web Development*

MAR 2021 - OCT 2021

24-week immersive learning program for Web Development taught with industry-guided curriculum,  real-world project-based learning, and 500+ hours of logged coding time and training

### Purdue University, Hammond, IN— *Bachelor of Arts, Psychology*

DEC 2020

conferences.

Maintained responsibility for all equipment, supplies, and cleanliness of program areas.

Trained and supervised site staff.

Maintained social media presence by creating posts and offering suggestions to increase engagement.

## Communities in Schools, East Chicago, IN — *Data Manager*

MAY 2010 - MAY 2016

Created and maintained active hard copy and digital files.

Trained and supervised new data team members.

Screened telephone calls and relayed messages.

Provided comprehensive information to clients inquiring about services.

Analyzed data entry protocol and adjusted for maximum efficiency, including implementing new processes

where necessary.

Maintained up-to-date entries across all databases by updating the intake process.

Processed incoming paperwork in a timely manner.

### TECHNICAL PROJECTS

## Hulu Static Site — https://csimes.github.io/
Utilized HTML 5, CSS 3 and Bootstrap 4 to replicate part of Hulu's landing page.

## NASA Picture of the Day App — https://nasa-api-a53fa.web.app/
Utilized the NASA Astronomy POD API, HTML 5, CSS 3, and JavaScript to create an app in which you can  find information about a specific picture of the day by date.

## Digital Office Web App — https://cs-timetrackerclient.herokuapp.com/
Utilized Typescript, React, HTML, CSS 3, and Material UI to create a simple time tracking app.