

Deanna Madon

Full Stack Web Developer

Entry-level Full-Stack Web Developer seeking to gain job experience. Professional certification earned from SMU. Experience with HTML, CSS, JavaScript, MongoDB, Express, React, Node.js and MySQL. Familiar with using GitHub for version control and project collaboration. Over 15 years of experience in Office Management and Administration specializing in optimizing productivity, efficiency and service quality across various environments. Highly dependable, ethical and reliable support specialist and leader that blends advanced organizational, technical and business acumen. Works effectively with cross-functional teams in ensuring operational and service excellence.

Work History

Mar. 2017 – Office Manager

Current

Plano Independent School District, Plano, TX

- Optimized organizational systems for payment collections, AP/AR, deposits and recordkeeping.
- Updated reports, managed accounts and generated reports for Elementary Academic Services department.
- Compared vendor prices and negotiated for optimal savings.
- Coached new hires on company processes while managing employees to achieve maximum production.
- Coordinated and aligned district and office schedules and disseminated important work information to employees.
- Maintained computer and physical filing systems.
- Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.
- Prepared meeting rooms and materials.
- Managed office operations while scheduling appointments for department managers.

Contact

Address

Plano, TX, 75023

Phone

817-915-5348

E-mail

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Software

MongoDB



Express.js



React



Node



MySQL



Bootstrap



Languages

JavaScript



Feb. 2007 –
Mar. 2017

Secretary III

Plano Independent School District, Plano, TX

- Updated spreadsheets and created presentations to support executives and boost team productivity.
- Recorded and tracked operational expenses to identify and eliminate wasteful spending.
- Provided clerical support to company employees by copying, faxing and filing documents.
- Offered technical support and troubleshoot issues to enhance office productivity.
- Booked airfare, hotel and ground transportation to coordinate office travel.
- Provided onboarding and training for new support staff.
- Maintained office supplies inventory by checking stock and ordering new supplies.
- Maintained electronic filing systems and categorized documents.
- Created and updated records and files to maintain document compliance.
- Handled daily scheduling tasks and provided administrative support for entire department.
- Responded to emails and other correspondence to facilitate communication and enhance business processes.

Education

May 2022 –
Nov. 2022

Professional Certification: Full Stack Web Developmer

Southern Methodist University - Dallas, TX

Aug. 1998 –
Jun. 2002

Bachelor of Arts: Music Performance

Texas Woman's University - Denton, TX

Skills

Administrative support



Account Reconciliation



Performance improvement



Organizational skills

