

Michael Drew

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EDUCATION:

James Madison University, Harrisonburg, VA
Bachelor of Business Administration—Major: Finance, Minor: Economics
GPA: 3.1

Piedmont Virginia Community College, Charlottesville, VA
Associate in Science of Business Administration
GPA: 3.4

RELEVANT PROJECTS COMPLETED:

- Project objective was to create an application to enable potential employees to generate random passwords based on specific criteria that they select. HTML, CSS, Javascript used.
<https://drewml08.github.io/Week3-hw/>
- Project objective was to create an application that was a timed interactive coding quiz using Javascript, HTML, and CSS. <https://drewml08.github.io/Week4-hw/>
- Group project where we created a website that located parks and places to hike and queued up a selected music soundtrack to listen to while you go hiking. HTML, CSS, Javascript used with multiple APIs.
<https://drewml08.github.io/Hiketunez/>

PROFESSIONAL EXPERIENCE:

- **Whole Foods Market, 9/2011 – Present**
Assist in training and supervising new employees, buying finished product for sale in store, cutting meat and maintaining fresh cases, greeting and serving customers, receiving and processing product shipments, purchase supplies in software system, efficiently manage inventory and minimize shrink, neatly organize and stock shelves, accurately price and label products, learn and comply with health/sanitation standards, accurately complete various temperature, sanitation, and grind logs.
- **Advanced Center for Physical Therapy, 12/2010 – 09/2011**
Work as a physical therapy tech, assisting physical therapists in operations of the clinic, helping patients work through their exercise programs, administer heat and cold therapy as well as electro stimulation and ultrasound.
- **United Parcel Service, 10/2009 – 9/2011**
Update/process international shipments in database, verify and pull correct documentation, utilize standard office equipment, scan/image invoices, perform daily audits of invoices and database entries. Required ongoing training, knowledge and compliance with international shipping standards; as well as physical fitness, quick thinking and accuracy to sort and load/unload packages to be sent to their correct destination in a timely manner.
- **Chartered Financial Analyst Institute, June-August 2008-2010**
Support Staff member of 2008-2010 Summer Grading Projects. Assisted with shipping/receiving, various quality control checks, audits, sorting, bubbling, and other clerical/administrative tasks. Required perfect accuracy in fast paced work environment that included some longer days/hours.
- **Medical Transcription, 02/2006 – 12/2006**
Worked as a subcontracted medical transcriptionist. Transcribed patient reports dictated by Dr. John Davison of Forest Lakes Health Center.

- **Adams & Garth Staffing, 02/2005 – 12/2010**
Several temporary assignments involving administrative/clerical duties. Use of databases, Microsoft Office, standard office equipment, interpersonal and communication skills.
- **Gamestop, 09/2000 – 02/2005**
Greet and assist customers in store, respond to telephone inquiries, organize shelves, accurately file games and paperwork, sign for and process shipments, keep track of inventory, perform opening/closing procedures of stores and cash registers, complete bank deposits, train and delegate tasks to sales associates, attend and speak at store meetings, formulate and implement sales strategies.

TECHNICAL SKILLS:

- HTML, CSS, Javascript, Node.js, jquery, Bootstrap
- Competency in Microsoft Word, Excel, Powerpoint, social media applications and tools.