

Edita Pesa

Profile

Full stack web development student with diverse experience and solid background. Exceptionally organized and detail oriented. Able to develop positive relationships with clients and employees, and identify and resolve problems.

Development Projects

PetTrax- Collaborative, full stack development project utilizing MVC, Node.js, Express.js, Handlebars, and Sequelize to create an application for users to create profile for their pets and track their food and bathroom habits: <https://github.com/editapesa/pettrax>

Team Profile Generator- A back end application using Node.js to generate an HTML webpage so a user can create a team profile with employee information: <https://github.com/editapesa/Team-Profile-Generator>

E-Commerce Back End- An application creating a back end for an e-commerce website, using Express.js API and MySQL database: <https://github.com/editapesa/E-Commerce-Back-End>

Work Experience

2019 - 2020	Carl Fischer Music	New York, NY
Office Manager		
<ul style="list-style-type: none">Human Resources, benefits enrollment, onboarding, recruiting new employees, managing employee PTO and attendance, weekly management reports, employee expense reportsAccounts receivable, collectionsOrdering supplies, office maintenance, liaison with building management		
2018 - 2019	ThinkPackage	New York, NY
Bookkeeper/Office Manager		
<ul style="list-style-type: none">Create invoices, review and follow up with clients and management regarding open balancesInvestigate and resolve shipping and delivery issues with clients and/or shipping carriersInventory check and confirming quantities received on incoming international shipmentsOrganizing, maintaining, and archiving client filesOpening office duties, bank deposits, ordering supplies		
2014 - 2017	Candle West	New York, NY
Service Manager		
<ul style="list-style-type: none">Hire, train, supervise, schedule, and terminate employeesPrepare proposals, menus, and contracts for events, large parties and catering ordersCreate daily sales and shift reports to send to upper management and proprietorsInvestigate and resolve food/beverage quality and service complaints, communicate with staff, and ensure customer and employee satisfactionResponsible for ordering of supplies and maintaining equipmentAdhere to regulations of the NYC Dept. of Health and Mental Hygiene		
2003 - 2014	Chelsea Grill of Hell's Kitchen	New York, NY
General Manager		
<ul style="list-style-type: none">Hire, train, supervise, schedule, and terminate employeesResponsible for inventory control, ordering, and overseeing the preparation of food and beveragesEnsure employees adhere to policies, procedures, NYC Dept. of Health regulations, and provide discipline when necessaryCoordinate with management teams to develop strategic plans to increase productivity and customer serviceInvestigate and resolve food/beverage quality and service complaints, communicate with staff, and ensure customer and employee satisfaction		

Education

Ohio State University Coding Bootcamp	Columbus, OH
Full Stack Web Development	
SUNY at Stony Brook	Stony Brook, NY
Major: Italian, Minor: Spanish	

Skills

Technical Skills:	HTML, CSS, JavaScript, NodeJS, Git, VS Code Microsoft Office, Google Suite, QuickBooks, POS, OpenTable, MS Dynamics NAV
Foreign Languages:	Croatian, Italian, Spanish
Other:	NYC Dept. of Health Food Protection Certified