

# 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

Trippin' Around Columbus- Collaborative project utilizing server-side API's, HTML, CSS, and JavaScript to create an application for users planning a trip to Columbus, OH: <https://tadhqmc.github.io/Project-1/>

Code Refactor- Improving code for a marketing company's website, using HTML and CSS, to make the site more accessible and optimize search engines: <https://editapesa.github.io/homework-1/>

Another Project- Description, languages used: <https://url.com>

## Work Experience

2019 - 2020

Carl Fischer Music

New York, NY

Office Manager

- Human Resources, benefits enrollment, onboarding, recruiting new employees, managing employee PTO and attendance, weekly management reports, employee expense reports
- Accounts receivable, collections
- Ordering supplies, office maintenance, liaison with building management

2018 - 2019

ThinkPackage

New York, NY

Bookkeeper/Office Manager

- Create invoices, review and follow up with clients and management regarding open balances
- Investigate and resolve shipping and delivery issues with clients and/or shipping carriers
- Inventory check and confirming quantities received on incoming international shipments
- Organizing, maintaining, and archiving client files
- Opening office duties, bank deposits, ordering supplies

2014 - 2017

Candle West

New York, NY

Service Manager

- Hire, train, supervise, schedule, and terminate employees
- Prepare proposals, menus, and contracts for events, large parties and catering orders
- Create daily sales and shift reports to send to upper management and proprietors
- Investigate and resolve food/beverage quality and service complaints, communicate with staff, and ensure customer and employee satisfaction
- Responsible for ordering of supplies and maintaining equipment
- Adhere to regulations of the NYC Dept. of Health and Mental Hygiene

2003 - 2014

Chelsea Grill of Hell's Kitchen

New York, NY

General Manager

- Hire, train, supervise, schedule, and terminate employees
- Responsible for inventory control, ordering, and overseeing the preparation of food and beverages
- Ensure employees adhere to policies, procedures, NYC Dept. of Health regulations, and provide discipline when necessary
- Coordinate with management teams to develop strategic plans to increase productivity and customer service
- Investigate 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