Tel: (917) 519-0411 • Email: [editapesa@gmail.com](mailto:editapesa@gmail.com) • LinkedIn: <https://linkedin.com/in/edita-pesa-59191776> • GitHub: <https://github.com/editapesa>

Portfolio:

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://tadhgmc.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