EDWIN UNGER

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github.com/edwinunger

EDUCATION

Bachelor of Fine Arts, May 2007
Major: Theatre Performance, Minor: Dance
University of Florida, Gainesville, FL

SKILLS & AWARDS

- **Languages:** Ruby, JavaScript(jQuery, AJAX, Handlebars), HTML5, CSS3
- **Frameworks:** Rails, Sinatra
- **Databases:** SQL(PostgreSQL, SQLite3), ActiveRecord, Firebase
- **Testing Frameworks:** RSpec, Capybara, Jasmine
- **Methodologies:** Object Oriented Programming, Agile Web Development, Pair Programming, Test Driven Development, MVC
- **Other:** Git, Heroku, Engineering Empathy
- **Typing Speed:** 90+ words/minute
- **Experience With:** Microsoft Office (Word, Excel, PowerPoint), Apple iWork (Pages, Numbers, Keynote), Google Docs, Apple iLife (iMovie, iPhoto, GarageBand), SalesForce, Dreamweaver, WordPress Site Builder
- **Eagle Scout:** Awarded May, 2001

EXPERIENCE

Student, April 2015-June 2015
Dev BootCamp, San Francisco, CA
http://devbootcamp.com

- Dedicated over 1,000 hours to learning web development
- Became proficient in Ruby, Rails, Sinatra, JavaScript, jQuery, SQLite3, PostgreSQL, ActiveRecord, Git, and Heroku deployment
- Focused heavily on TDD through RSpec, Capybara, and Jasmine
- Studied design patterns such as MVC and OO
- Practiced pair programming and collaborated on several group projects

Sales & Repair Specialist, October 2012-April 2015
Apple Retail Store, Chicago, IL and Orlando, FL
312.529.9500 (Chicago) / 407.563.1020 (Orlando)

- Provide unrivaled customer service
- Resolve customer issues
- Diagnose and repair malfunctioning devices
- Part of a 200+ employee team
- Maintain knowledge on latest technology and hardware
- Educate customers and team members about products, services, and repair options
- #5 in sales for FY2013 in Chicago store with over $1.4M in sales
- Top 10 in sales for FY2014 in Orlando store with over $2M in sales

Office Assistant, August 2012-October 2012
Admissions Department, Kellogg School of Management
Northwestern University, Evanston, IL
847.467.7000
- Assisted with database organization during registration
- Confirmed and filed application submissions
- Transcribed international applications to English

Supervisor of Merchant Research, February 2011-June 2012
Groupon, Chicago, IL
800.367.5690
- Managed a team of 20+ Merchant Researchers
- Prepared database of 40,000+ hotels and resorts for Groupon Getaways first contact
- Instrumental in launching and maintaining the administrative side of Now! platform
- Primary trainer for new employees in the department
- Utilized presentations, hands-on shadowing, peer to peer exercises, and conversational methods to train employees
- Rebuilt and maintained a Wiki guide to the department

Office Assistant, July 2009-October 2011
City Staffing, Chicago, IL
312.346.3400
- Worked deeply in iMIS: processed member payments, maintained 40,000+ profiles, pulled data reports
- Created and distributed content in Dreamweaver for mass e-mailings and website
- Assisted HR with interview scheduling, employee onboarding, sensitive documents, employee payments, and reimbursements
- Managed 20+ schedules when organizing executive candidate interviews
- Assisted association members via email/phone
- Coordinated special events: meetings, catering service
- Performed general clerical duties as needed

Office Assistant, May 2007-May 2009
Office Team, Jacksonville, FL and Chicago, IL
904.358.6117 (Jacksonville) / 312.616.0218 (Chicago)
- Handled confidential HR documents for database, billing, and file organization
- Provided detailed customer service to members
- Assisted event attendees onsite with their registration needs
- Coordinated mass quarterly mailings
- Extensive use of iMIS and Microsoft Office
- Employed for 10+ months as Admin Assistant/HR Coordinator for mid-level manager
- Processed confidential HR documents for employee database and file organization
- Coordinated meetings, travel arrangements, hotel accommodations for members of HR management team
- Transcribed meeting notes for management use
- Provided detailed customer service to employees
- Ran reports through Lawson HR Report Writer on a daily basis

- Organized and introduced candidates to hiring managers of major corporations while working for a talent acquisition company
- Contacted managers of major television stations in order to organize advertising opportunities
- Greeted customers, organized files, and routed calls to the appropriate partner
- Assisted attorneys with case organization, real estate documents, and client maintenance
- Provided bank teller services to small, locally-owned credit union
- Provided short-term substitute teaching services to local high school