

# ELIZABETH LEWIS

Email: elizabethbillings93@gmail.com | Phone:(817) 470-5876 | Github: <https://github.com/elizabethbillings93>

Portfolio: <https://elizabethbillings93.github.io/Portfolio/>

**EDUCATION**-----Bachelor of Arts, Communications- Jacksonville State University 2015

Full-Stack Software Development Certificate- Georgia Tech (June 2022)

## **CORE SKILLS/TECHNOLOGY**

➤ Technologies:

HTML | React | CSS/Bootleg | Node/Express | JavaScript

- Project Coordinator
- Account Management

## **NOTABLE ACHIEVEMENTS**

- Promoted to Senior Sales Coordinator and trained new employees
- Successfully organized power for events such as PGA, Cattle Barons Ball, etc.
- Multiple Awards for exceptional customer service

## **PROFESSIONAL EXPERIENCE**

- Senior Sales Coordinator 2018-April 2022
  - *United Rentals Power & HVAC, Arlington, TX*
    - Organize and facilitate power for all events from equipment accrual to account management
    - Manage scheduling with multiple vendors and divisions
    - Developed budget and ensure adherence to financial plans
    - Maintain job calendar for district
    - Prepare daily, weekly, and monthly reports for department heads
    - Dispatch equipment around the U.S. for national events
    - Available for emergency response with storm related power outages
- Management Associate 2016-2017
  - *Enterprise Holdings, Birmingham, AL*
    - Customer Service with local business and insurance representatives
    - Handle month-end delinquencies and collections procedures
- Production Assistant 2015
  - *The Walking Dead, Senoia, GA*
    - Acted as point of contact for all department heads
    - Responsible for inventory management