

GIOVANY CHAVEZ

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LinkedIn: <https://www.linkedin.com/in/giovany-chavez-0541aab2/>

Portfolio: <https://glchavez.github.io/02-Responsive-Portfolio/index.html>

GitHub: <http://github.com/glchavez>

Junior web developer earning a certificate in full stack development from the University of Denver striving to advance newly acquired technical skills. Business administration degree with experience in non-profit organizations, gaining project management, communication, and problem-solving skills. Seeking to leverage knowledge and skillset to produce quality end results for clients and their users within a detail-oriented team.

TECHNICAL SKILLS

Languages: JavaScript ES6+, CSS3, HTML5

Applications: GitHub, Heroku

Tools: Node Js, jQuery, Moment.js, Postman, Insomnia, Bootstrap, Foundation, MongoDB, Mongoose Js, Express Js, MySQL 2, Handlebars

PROJECTS

MVC Tech Blog | <https://frozen-caverns-37575.herokuapp.com/>

Tech blog that allows users to post about current tech topics and leave comments on other user posts.

- Role: Sole Author
- Tools: HTML, CSS, JavaScript, MySQL 2, Handlebars

Weather Dashboard | <https://glchavez.github.io/06-Weather-Dashboard/>

Weather app that displays the current and five-day forecast for any searched city.

- Role: Sole Author
- Tools: HTML, CSS, JavaScript, jQuery, Bootstrap, API

Workday Scheduler | <https://glchavez.github.io/05-Work-Day-Scheduler/>

Day planner that keeps track of work tasks within hour increments.

- Role: Sole Author
- Tools: HTML, CSS, JavaScript, jQuery, Moment.js, Bootstrap

EXPERIENCE

Assistant Program Manager II

ICMA

January 2020 – Present

Washington, D.C.

Resolve membership issues, create weekly membership reports, and contribute to yearly projects that benefit ICMA members.

Key Accomplishments:

- Analyze report results for inconsistencies and conduct research to resolve errors
- Review and process quarterly financial expense reports
- Quickly learn new software and processes to successfully assist in multiple projects
- Adapt work processes to be remote friendly while handling multiple projects, staying on a scheduled deadline

Program Assistant

DECA

February 2019 - June 2019

Reston, VA

Responded directly to clients' questions and requests for information and assisted with annual conference preparation.

Key Accomplishments:

- Assisted in the operations of an educational conference of over 20,000 attendees
- Restructured the organizational process of the program department filing system
- Proofread conference materials and data sheets and assisted in analyzing and submitting staff expenses

PT Supervisor

September 2018 - December 2018

UPS

Commerce City, CO

Oversaw operations and trained six to ten Package Handlers, ensuring accepted levels of productivity and accuracy were met to accomplish daily shipment deadlines.

Key Accomplishments:

- Developed solutions to daily preload issues with management in a fast-paced work environment

EDUCATION

Certificate, Full Stack Web Development: University of Denver, Denver, CO

A 24-week intensive program focused on gaining technical programming skills in HTML5, CSS3, Javascript, jQuery, Bootstrap, Firebase, Node Js, MySQL, MongoDB, Express, Handlebars.js & ReactJS.

Bachelor of Science, Business Administration: Colorado State University, Fort Collins, CO