

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 and experience within nonprofits, 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

Tools: Node Js, jQuery, Moment.js, Postman, Bootstrap, Foundation

PROJECTS

Concoctions | <https://glchavez.github.io/Project-One/>

- Summary: Recipe app that provides drink and food recipes based on user search criteria.
- Role: Project manager, GitHub repository manager, front end designer
- Tools: HTML, CSS, JavaScript, jQuery, Foundation, API

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

- Summary: 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/>

- Summary: 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

2019 – Present

Washington, D.C.

Resolved membership issues, created weekly membership reports, and took part in yearly projects that benefited ICMA members.

Key Accomplishments:

- Analyzed report results for inconsistencies and conducted research to resolve errors.
- Reviewed and processed quarterly financial expense reports.
- Quickly learned new software and processes to successfully assist in multiple projects.
- Took initiative to adapt work processes to be remote friendly while handling multiple projects, staying on a scheduled deadline.

Program Assistant

DECA

2019

Reston, VA

Responded directly to client 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.

Supervisor

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