

BRENT GRAVES

SUMMARY

Professional and dedicated Web Developer with experience collaborating with colleagues to achieve sleek and streamlined experiences. Offers expertise in data marketing analysis and revising websites to improve function. Successful at managing strong teams of developers while helping to maximize profits. User-minded Web Developer prioritizes usability and adaptability during all projects. Designs sites and apps to attract users with aesthetically pleasing interfaces and exceptional UX elements. Comfortable working within large-scale collaborations or on individually-developed assets. Recent graduate with education and internship experience in Full Stack Web Development. Dedicated employee known for punctuality, pursuing employment options where good customer service and positive attitude will make a difference. Flexible hard worker ready to learn and contribute to team success. Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth.

In Addition to Web Development, I am a Adaptable Manager with 8 years of experience coordinating operations to achieve organizational goals. Communicative team leader with expertise in strategic planning and inventory management. Committed to driving improvements through innovation and leadership.

EXPERIENCE

Web Developer, 01/2022 - Current

Self Employed Web - Clermont, FL

- Handled special web projects for clients.
- Assisted end users by maintaining and supporting both Windows and Mac-based computers.
- Gathered customer feedback and worked to resolve specific concerns.

Collections Manager, 02/2013 - 07/2021

Wayne's Auto Sales - Alabaster, AL

- Oversaw and trained new employees on collection methods, documentation requirements and performance strategies.
- Reached out to customers to discuss late payments and options for remitting amounts due.
- Developed and improved procedures for collection of past due amounts.
- Managed daily posting of payments to customer accounts.
- Updated accounts with documentation of interactions and current information.
- Completed investigations of customer accounts and payment histories.
- Received and submitted payments and applied amounts to customer balances.
- Reached out customers to collect outstanding payments via one-time or negotiated installment methods.
- Researched, evaluated and resolved discrepancies and customer concerns.
- Collaborated with legal resources and recovery teams to manage default issues.



CONTACT

Address: Clermont, FL 34711

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SKILLS

- Planning and coordination
- Oral and written communications
- Databases
- Scripting
- Problem resolution
- Team building
- Reliable and trustworthy
- Wireframes
- Website analytics tools
- Data generation tools
- Multitasking
- Project planning
- Friendly, positive attitude
- Critical thinking
- Flexible
- People skills
- Basic math
- Time management
- Agile development methodologies
- Proficient in HTML
- Application development
- CSS expertise
- JavaScript experience
- Efficient data management
- UI/UX
- MySQL

- Completed administrative tasks such as recordkeeping, writing correspondence and gathering materials.
 - Contacted customers in person at personal and business locations to collect payments directly.
 - Verified details of transactions, funds received and total account balances.
 - Researched and resolved billing and invoice problems.
 - Performed research and due diligence to resolve issues.
 - Created and mailed current statements to customers.
 - Conducted month-end balance sheet reviews and reconciled variances.
 - Reduced losses by restructuring loan payment plans.
 - Effectively negotiated restructuring of loan payments.
 - Coordinated approval processes for accounts payable invoices.
 - Reduced time and costs and increased efficiency by introducing new accounting procedures.
 - Rectified escalated accounts payable issues from employees and vendors.
 - Balanced batch summary reports for verification and approval.
 - Suggested process improvements to secure prompt and regular receipts for organization.
 - Utilized prescribed scripts and friendly but firm attitude with full knowledge of contractual requirements and legal remedies.
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EDUCATION AND TRAINING

Certificate, Web Development, 12/2021

University of Central Florida - Orlando, FL

- A+ Average
- Certification in Full Stack Web Development

Bachelor of Science, Biology, 07/2007

The University of Alabama - Tuscaloosa, AL

- Dean's List Honoree
 - 3.0 GPA
 - Science GPA 3.5
 - 2006-2007 Organic Chemistry Research- Research and analysis using Sonogashira Coupling of aryl bromides using Di-tert-butylneopentylphosphine and a palladium catalyst to isolate aryl bromides.
 - 2007 Genetics Research- researched homeostatic mechanisms in dopamine synthesis, transport and signaling in the genetic model organism, *Drosophila melanogaster*. Studied networks of genes functioning in dopaminergic neurons and other dopamine-expressing cells, and in cells responding to dopamine dysregulation, as models of human diseases and developmental disorders.
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CERTIFICATIONS

- JavaScript, Node.js, Object Oriented Programming, Express.js, Object-relational mapping, Model View Controller, Computer Science for Javascript, noSQL, MySQL, Progressive Web Applications, React, MERN, State, MongoDB, CSS, HTML5 - 2021
- Angular, Redux, CLI, Typescript, PHP through continuing education on PluralSite -2022

- Working collaboratively
 - MongoDB
 - Node.js
 - MS Office
 - Leadership
 - Project management
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WEBSITES, PORTFOLIOS, PROFILES

<https://grave019.github.io/react-portfolio/>

<https://www.linkedin.com/in/brent-graves-a69a9557/>

<https://github.com/grave019>