

CODY J HICKS



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Castle Rock, CO 80104

PROFESSIONAL SUMMARY

Driven Content Manager proficient in Search Engine Optimization(SEO), HTML, web design and editing, with a history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Strong image editing, writing and communication skills. Expertise in managing content migration and performing SEO and metadata research.

SKILLS

- Strategic content planning
- SEO best practices
- Content editing
- Content sourcing
- JavaScript
- Coding
- CSS
- HTML
- mySQL

EDUCATION

Ponderosa High School
Parker, CO

High School Diploma

University of Denver
Denver, CO • Expected in
04/2022

Coding Bootcamp: Full Stack
Web Development

- Continuing education in Full Stack Web Development
- Relevant Coursework Completed: HTML, CSS,

WEBSITE, PORTFOLIO, PROFILES

- <file:///C:/Users/hicks/OneDrive/Desktop/02-Portfolio/index.html>
- <https://github.com/hickscj24>
- <https://www.linkedin.com/in/cody-hicks-80578421a/>

WORK HISTORY

Custom Designs And Remodeling, LLC - Website Content Manager

Castle Rock, CO • 08/2021 - Current

- Managed content distribution to online channels and social media platforms.
- Edited and sourced images and videos using elegant themes and DIVI.
- Used content management system to analyze user engagement and website traffic metrics.
- Approved, reviewed and edited content flowing to website.

Monarch Investment and Management - R Clerk

Franktown, CO • 10/2019 - 08/2021

- Daily review and processing of cash related events pertaining to A/R
- Filing both on server and in physical files
- Assist in monthly review of accounting transactions for accuracy

JavaScript, Node.JS, and
mySQL

- Assist in monthly review of tenant related transactions, including but not limited to Move
- Ns, Lease Charges, Concessions, Security Deposits, Receipt Books and Drop Box Logs
- Consistent and sustained adherence to Monarch Professional Behavioral Standards

Wells Fargo - Teller

Aurora, CO • 12/2018 - 10/2019

- Daily interactions with customers completing transactions, such as withdrawals, deposits, and payments
- Consistently handling cash with perfect accuracy, as well as informing customers on certain products to assist them with their financial needs

Douglas County Parks and Recreation

Lone Tree, CO • 09/2018 - 12/2018

- Responsible for maintenance of parks, and county buildings
- Mowing lawns, snow removal as well as operating heavy machinery.

GameStop - Parker CO - Sales Associate

11/2014 - 09/2018

- Cultivated a customer-focused environment by providing outstanding sales and customer service and enhancing the shopper's experience
- Maintained the front register
- Stocked, replenished and priced merchandise according to store merchandizing layouts
- Cleaned and organized the store
- Followed merchandizing guidelines to present visually appealing displays
- Fostered a positive work environment by consistently treating all employees and customers with respect and consideration
- Continuously exceeds sales quotas
- Actively pursued personal learning and development opportunities.

Sherwin Williams - Delivery Driver/Store Associate

Parker, CO • 10/2017 - 05/2018

- Provide painters with paint and supplies
- Handling up to 7000 gallons of paint per day and to deliver paint onto work sites.

KeyBank - Parker - Teller

CO • 02/2017 - 10/2017

- Providing customers with 100% accuracy of daily deposits and withdrawals
- Handling up to 10 thousand dollars cash each day, while also performing other duties such as, opening and closing routines.

Tequila Joes - Waiter/Server

Parker, CO • 05/2016 - 01/2017

- To provide outstanding customer service, while handling multiple customers at once.