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Heather Smanski

QUALIFICATIONS SUMMARY

- I am a Web Developer building websites from the ground up
- I am making the transition to web development by using the knowledge and skills from my previous career in management, bachelor degree in Media Arts and Animation, and learning new development skills
- Problem solving and debugging code using reference, learning new programming languages, frameworks and plug-ins
- I am looking forward to achieving a position in a company where I can apply the skills I have learned and continue to grow as a developer

TECHNICAL SKILLS

HTML

CSS

Bootstrap

SASS

ARTISTIC SKILLS

Photoshop

Illustrator

EDUCATION

Udemy

Codecademy

Freecodecamp

w3school

B.A. Media Arts and Animation

The Illinois Institute of

Art-Schaumburg

UDEMY BOOTCAMPS

Advanced CSS and Sass,
Flexbox, Grid, and Animations

**Ultimate Web Design &
Developer Course**

WORK HISTORY

Server & Bartender,
Lazy Dog Restaurant
Thousand Oaks, CA
June 2018- Present

Logistics,
Target
Simi Valley, CA
June 2018- July 2020

Kitchen Manager,
California Pizza Kitchen
Topanga, CA
February 2017- June 2018

Kitchen Manager,
TGI Fridays
Woodland Hills, CA
October 2010- February 2017

SKILLS

MANAGEMENT

- Obtained strong management skills by overseeing a team of 90-100 employees managed schedules, labor cost, training, and ensured quality service to every customer in a 5 million a year store
- Increased productivity by problem solving and updated systems to improve speed and efficiency which resulted in a 10% increase in sales and lowered comps by 20%
- Accounting skills maintained weekly and monthly budget spreadsheets, monitored and organized all incoming invoices, and paid expenses
- Prioritized and multitasked daily; communicated with staff, vendors, IT department, HR department, guests, other managers as well as general and district managers, answered phone calls and emails while running a shift
- Prepared invoices, reports, memos, letters, financial statements and other documents using word processing, spreadsheets, and presentation software.

ORGANIZATION

- Effectively managed calendars with all events, fundraisers, holidays, reservations, orders to be place and received, maintenance requests and work completion status, meeting/phone conferences, tasks and agendas to be completed by due dates, new menu items and revisions.
- In-depth receptionist skills answering phone calls and directing calls to appropriate parties or messages transcribed.

ACHIEVEMENTS

- General Manager Assessment - Highest score in company
- Kitchen Manager Promotion- Within first year in management
- Culinary Champs - 1st Place