HENRIKA SMITH
SOFTWARE DEVELOPER

Profile

Software engineering professional with previously proven mastery of written communication, data entry, operating policies & procedures, and vendor and customer interaction seeking to apply those skills in a challenging position.

☎ 201-779-9405

✉ iamhenrika@rgmail.com

📍 Jersey City, New Jersey

🌐 github.com/iamhenrika

EXPERIENCE

SECTION LEADER/ ORDER WRITER
Trader Joe's
2019 - Present
- Section lead in charge of purchasing and product and management.
- Team leadership with a focus on onboarding and new hire training.
- A focus on exemplary customer service, merchandising, and development and improvement through Kaizen application.

PERSONAL ASSISTANT
Private Individuals
2007 - 2018
- Screen and handle telephone calls, inquiries, and requests.
- Complete expense reports, organize and maintain schedules and appointments, plan events and manage projects.
- Troubleshoot technical issues and sort incoming emails, faxes, and letters.

FLEET MANAGER
J.B. Hunt Transportation
2014 - 2017
- Dispatch fleet and supervise schedules of drivers and keep accounts updated.
- Monitor compliance and safety standards and perform HR responsibilities.
- Oversee equipment service management

EDUCATION

PER SCHOLAS
Software Engineering Program
January 2023

BACHELOR OF JOURNALISM & MEDIA STUDIES
Rutgers, The State University of NJ
May 2012

SKILLS

- Web Design (HTML/CSS)
- Design Thinking
- Front End Coding (JavaScript/Node.js)
- Problem-Solving
- Computer Literacy
- Project Management Tools
- Strong Communication
- Microsoft Suite