JANETT GONZALEZ

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https://janettxg.github.io/Portfolio

OBJECTIVES

Highly dedicated and detail-oriented individual with excellent administrative skills and ability to manage multiple priorities. Proficient in relationship management, and data processing with MS Office. Interested in learning new tools and technologies.

SKILLS

- Tech-savvy, with the ability to quickly learn and apply new software solutions.
- Strong computer knowledge and skills, including in-depth knowledge of spreadsheet and word processing. Familiar with basic database queries and administration.
- Proficient in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint).
- Strong analytical skills, work ethic, independence, problem-solving ability, effective communication skills, and overall positive attitude.
- Managerial experience and excellent customer service skills.
- Skilled in adapting to highly dynamic and changing situations.
- Demonstrated ability to work independently and within a team environment.
- Ability to set and manage deadlines, strong organizational skills, and the ability to multitask.
- Outstanding work ethic with excellent organizational skills.
- Fluent in English and Spanish.

PROFESSIONAL EXPERIENCE

Lidia's Cleaning Service   Herndon, VA
Assistant Manager   July 2015 - Current
- Onboard and train new employees on all aspects of their job.
- Administered invoice processing, purchase orders, expense reports, and payment transactions.
- Processed customer billings and collections in a high-volume transaction environment.
- Oversaw and managed all areas of the business, including customer service, bookkeeping, and dealing with transportation logistics.
- Renegotiated terms and contracts with vendors/suppliers and implemented efficiency and cost-saving initiatives that improved the customer service process.
- Took initiative to create and launch company website in order to increase online presence and visibility.
- Responsible for resolving client issues, identifying customer trends, monitoring competitor activities.

EDUCATION/CERTIFICATIONS

Associate of Applied Science - Interior Design,
Northern Virginia Community College - Sterling, VA, May 2015

INTERESTS & INVOLVEMENT

- Web Development: Sparked by efforts to create a company website to increase online brand visibility. I enrolled and completed an online web development bootcamp. You can see some of my projects at https://janettxg.github.io/Portfolio, and description in hobby projects.
- Amatuer Cook.

HOBBY PROJECTS

Hiking Trail Review
https://hiking-trail-review.herokuapp.com/

Hiking Trail Review is a full-stack web application. The application allows users to share their favorite hiking trails and review them. This full-stack application is built with Node.js, Express, MongoDB, Mongoose, Passport.js on the application layer. The client-side is Bootstrap, HTML, CSS, and Javascript rendered via EJS. Users add hiking trails with images and a description. The application is hosted on Heroku servers and MLab.

Sound Keys Play
https://janettxg.github.io/sound-keys-play/

Sound Keys Play is an application where alphabetical keys are mapped to sound and colored circles. Keys are tracked and can be replayed to create musical notes and color schemes. The application was created using the Howler.js library for audio playback, Paper.js to render vector graphics, and vanilla javascript to record and replay keys.

Guess That Color Game

https://janettxg.github.io/color-game/
Guess That Color Game is a game where players have to pick the correct color tile based on displayed RGB values. This app tests the player's RGB knowledge, in easy and hard modes. This game was built with vanilla JavaScript, HTML, and CSS.