Jacob Greenfield

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I am a young professional with over 8 years of customer service experience, and two years of managerial experience. I have worked specifically in customer service, management, and hospitality in several multi-million dollar retail and hospitality environments. Currently I'm an independent web developer who is personally responsible for creating and managing new content, domain name registration and hosting, and acquiring and working with clients. I am a highly motivated individual with a passion for working with people, an excellent communicator, and a flexible and creative employee.

RELEVANT QUALIFICATIONS

Independent Web Developer
Web Developer   **Boulder, CO**

- Uses Bootstrap 3.0 framework to manipulate HTML & CSS code into fully functional website
- Uses Terminal/Command Line to update project files and upload data from a local source to online
- Routinely checks code for errors and ensures that site architecture is appropriate and functioning properly
- Determines domain names and sets up hosting for new sites
- Implements web developer tools to see how other successful sites are designed and how to make personal projects as functional and aesthetically pleasing as possible

Allied Barton Security Services- Asset Protection/Public Safety
Security Officer   **Boulder, CO**
                                                                                                       October 2013-Present

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Prevents losses and damage at over 75 stores and businesses by reporting irregularities by informing violators of policy and procedures and restraining trespassers.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.

Department of Assistive and Rehabilitation Services- Disability Determination Services
Administrative Assistant   **Austin, TX**
                                                                                                       February 2013-September 2013

- Was personally responsible for overseeing, coordinating, and implementing project to update employee identification cards for over 900 employees working Austin branch of DARS. This project spanned several weeks, required detailed planning, and extensive communication with management on ideas and designs.
- Created and revised systems and procedures by analyzing operating practices, record keeping systems, forms control, office layout and implementing changes
- Resolved administrative problems by coordinating and preparation of reports, analyzing data, and developing solutions
- Ensured operation of equipment by completing preventative maintenance requirements; calling for repairs, maintaining equipment inventories, evaluating new equipment techniques

EDUCATION

University of Colorado at Boulder- The College of Arts & Sciences Boulder, CO
Bachelor of Arts in Environmental Studies-Policy and Administration   August 2007-December 2011

SKILLS AND CERTIFICATIONS

- Expert in Microsoft Office, Mac OSx, Windows OS, and NexGen Digital Software
- Front end web development including, HTML, CSS, and JavaScript
- OSHA 40 Hour HAZWOPER Certification and OSHA Confined Space Certification