

KATELYN RAKONJAC

East Brunswick, NJ

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Seeking an entry-level role where I can utilize my coding and web development skills. Looking to continue advancing my skills by collaborating with a team of solution builders and learning from experience to grow within my role.
On target to graduate with a Computer Science degree in May 2024.

EXPERIENCE

Ocean House Tap + Grill

Bartender • (05/2019 - 08/2022)

- Work with team to maintain clean, friendly atmosphere
- Handle monetary transactions through computerized system
- Upsell drinks & food to clientele
- Uphold state & business regulations
- Maintained stock of beverages & glassware

Retro Fitness

General Manager • (08/2018 - 07/2019)

- Lead team of 12 to operate a clean, friendly health club environment
- Managed memberships on software system
- Effectively resolved technical computer issues
- Maximize profits through effective cost control measures
- Create marketing content to invite potential club members

Assistant Manager • (04/2015 - 07/2018)

- Managed memberships on software system
- Effectively resolved technical computer issues.
- Guide & onboard new employees
- Delegate tasks to team members
- Responsible for opening the facility daily

Front Desk Associate • (02/2014 - 03/2015)

- Maintain a clean, friendly environment
- Encourage client membership sales & retention
- Resolve customer service issues in an effective & professional manner

Metano IBC Services, Inc.

Administrative Assistant • (06/2013 - 04/2015)

- Processed & coordinated movement of customer shipments
- Performed data entry into multiple software systems (SalesForce, MAMS, HubSpot)
- Maintained, updated, & optimized company website
- Followed up with customers regarding inquiries
- Provided general administrative & clerical support

EDUCATION

Rutgers University • Bachelor's Degree

Computer Science

01/2023 - 05/2024

Middlesex College • Associate's Degree

Computer Science

09/2020 - 12/2022

Rutgers University • Web Development Certification

Full Stack Web Development

05/2022 - 08/2022

PROJECTS

[Family Cookbook](#) • a dynamic & responsive online cookbook

[TRAKLETE](#) • a mobile-first online exercise database

SKILLS

Java, SQL, HTML/CSS, JavaScript, jQuery, Bootstrap, MERN, OOP, API, Git, SEO, Photoshop