

# Kavon Blossom

Objective: Searching for an entry or junior level position in any sort of software or web development capacity. I'm enrolled in the Web and User Experience program at Weber. I have experience with HTML/CSS, a few frameworks and preprocessors, Java, Javascript, and SQL. I'm confident I have the capacity to learn any language.

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## EXPERIENCE

### Priority Dispatch, Salt Lake City, Utah — *Administrative Assistant*

FEBRUARY 2018 - PRESENT

- Assumes co-responsibility of project management tools. Assigns resources, sets training dates, notifies program administrator and stakeholders of update information.
- Manages expenses for 11 department employees. Creates monthly reports reconciling travel expenses.
- Provides other general administrative assistance to department employees. Correspondence, responds to routine technical and non-technical requests.
- Assisted with working in Salesforce Community to develop a relaunch of the Software Support Community.

### United States Air Force, Okinawa, Japan — *Supervisor, Directory*

JULY 2016- DECEMBER 2017

- Oversaw customer service department. Quickly learned, input, and maintained data for a new web database of 27,000 personnel with confidentiality.
- Demonstrated communication skills by interacting with 400+ customers daily for orientation explaining rules and regulations of Post Office.
- Engineered checklist for 252 members ensuring timely destruction of sensitive information.

### United States Air Force, Okinawa, Japan — *Supervisor, Commander's Support Staff*

SEPTEMBER 2014 - JULY 2016

- Managed office management with a team for 163 personnel, built key relationships with shop leaders in order to maintain consistent office flow
- Developed tracking mechanism through Microsoft Excel using formulas for 69 employees.
- Maintained department equipment account, verified inventory of 90+ sensitive IT equipment and office supplies.
- Managed multiple senior management Outlook calendars by planning

## SOFT SKILLS

Written and Verbal  
Communication

Project Management

High Initiative

Strong Technical Knowledge

Microsoft Office Suite  
Proficiency

Time Management

Problem Solving

Adaptable/Versatile

Detail-Oriented

Team Player

Self-starter

## HARD SKILLS

HTML5/CSS3

Bootstrap

Bulma

Sass

Java

Javascript

SQL

Webpack

Adobe Creative Suite

Git

Wireframing/Prototyping

VueJS

- appointments, meetings, and conferences.
- Led mail duties that included picking up, shipping, and handling of packages.
- Expertly maintained physical and electronic filing systems for multiple organizations. Ensured 2,000+ documents were compliant with headquarters directive.
- Served as organization Sharepoint Site Manager. Engineered 6 organization subsites after mass migration from 2007 to 2013. Relocated 10k+ files resulting in improved communication and enhanced security.

## **United States Air Force, San Antonio, Texas — Knowledge Operations Management**

MAY 2010 - SEPTEMBER 2014

- Scheduled/coordinated 95+ meetings w/ teleconferences for senior executives.
- Maintained high level confidentiality when dealing with sensitive records material.
- Showed initiative in preparing communications and correspondence using Microsoft Office suite directly for organization lead.
- Dispersed 360 daily government suspense reports exported from relational databases to inform executives.
- Acted as point of contact between 6 outside agencies to complete tasks for unit.
- Updated and informed leadership on case tracking system for employee data. Relayed status, reason, and any potential hangups.

## **AWARDS**

2011 Employee of the 1st Quarter

2011 Employee of the 3rd Quarter

2014 Employee of the 3rd Quarter

2016 Unsung Hero Award 4th Quarter

## **EDUCATION**

### **Weber State University, Ogden — B.S. *Web and User Interface***

August 2018 - Present

### **University Of Phoenix, Online — B.S. *Visual Communications***

May 2012 - August 2014

Completed a total of 86 Semester hours.

### **Salt Lake Community College, Sandy — *General Studies***

Sept 2008 - June 2009

## **REFERENCES**

Shonita Murchison 385-465-0164

Austin Taylor 801-935-7522

Jennifer Lyngle 801-209-2072

Britnee Sayakhammy 801-232-8034