

KELLEE DAWN MARTINS

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OBJECTIVE

To find employment in an environment which allows me to grow, utilize my strengths, and enhance the company.

EXPERIENCE

HTML WEB DEVELOPER - ELI KIRK (NOVELL TEAM) - PROVO, UTAH - NOV 2014 - JAN 2015

Responsibilities included: working from a queue of customer requests to create web content in HTML and updating existing HTML content. Self-managing completion of web projects and working with customers to ensure satisfaction. Escalating large requests for prioritization to a larger team that includes project management, design and senior development resources. Ensuring that all web pages adhere to template guidelines and brand guide. Creating HTML code that validates and complies with current web standards. Testing content thoroughly using multiple supported browsers.

DESIGNER - ISOMER DEVELOPMENT BOOTCAMP - SALT LAKE CITY, UTAH - SEPT 2014 - JAN 2015

Responsibilities included: designing mock ups for a new website design using Adobe Photoshop. Photographing students and space. As well as coding out designs using HTML and CSS.

HVAC DESIGNER - BRIGHAM YOUNG UNIVERSITY- PROVO, UTAH - MARCH 2014 - APRIL 2014

Responsibilities included: surveying and measuring existing building space and duct work in order to prepare new duct work using AutoCAD and Revit for remodels as well as new construction.

CO-FOUNDER; TEACHER - FAVELA HOPE (NON-PROFIT) - RIO DE JANEIRO, BRASIL - JAN 2013 - OCT 2013

Responsibilities included: Co-founding non-profit organization. Working with renowned charity in Rio de Janeiro and establishing an English teaching program as an independent extension of the current charity. Teaching classes including individually tutoring individual students. Working with Brigham Young University to enroll excelling students in university classes in attempt to truly change the life of and opportunities available to under privileged young adults in Brasil.

SUPERVISING CUSTOMER SUPPORT AGENT; FRONT DESK - HERITAGE MAKERS INC. - PROVO, UTAH - JAN 2012 - JAN 2014

Responsibilities included: assisting customers via phone, email, and chat. Helping customers place orders, understand the online software, process payments, etc. As supervising agent delegating daily tasks as well as responding to escalated phone calls and emails. Greeting customers upon arrival and assist them in picking up orders. Troubleshooting with different software glitches. Assisting in various projects throughout all departments of the company.

LEAD STUDENT CUSTODIAN - BRIGHAM YOUNG UNIVERSITY - PROVO, UTAH - JULY 2010 - JAN 2013

Responsibilities included: maintaining buildings, cleaning carpets, cleaning bathrooms, cleaning and setting up assembly halls for various activities, conferences and meetings held on campus. Responding to any calls for area via radio. As lead student, directing other students and delegating daily task.

OFFICE SECRETARY - BROCK CABINETS INC. - FAYETTEVILLE, NORTH CAROLINA - JAN 2010-JUNE 2010

Responsibilities included: scheduling for the general manager. Stocking, organizing, and maintaining showroom floor and office supplies. Handling human resources including hiring, paperwork and background check. Handling multiple phone lines and clerical work. Supervising the customer service department including, but not limited to, questions and complaints. Contacting vendors and organizing and directing monthly sales meetings. Creating company literature used in all four showrooms, client newsletters, and displayed at national room shows. Acting as a liaison between new clients and sales team, introducing new clients to company, providing price quotes, and directing clients towards appropriate sales team member. Maintaining relationship with non-purchasing clients and following up on clients sent to sales staff.

EDUCATION

ISOMER - Salt Lake City, Utah - Industry-leading, intense, code bootcamp where students are trained and mentored in 12

DEVMOUNTAIN - Salt Lake City, Utah - Industry-leading, intense, code bootcamp where students are trained and mentored in 12 weeks by professionals & experts in front-end web development.

BRIGHAM YOUNG UNIVERSITY - Provo, Utah - Degree in Construction Management in progress.

FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE - Fayetteville, North Carolina - Attended classes concurrent with high school course of study

GRAY'S CREEK HIGH SCHOOL - Hope Mills, North Carolina - Graduated top ten in class. Summa Cum Laude. Senior Class Secretary.

SKILLS

HTML5, CSS3, JavaScript, AngularJS, JQuery, NodeJS, Express, Bootstrap, Git & Github, Photoshop, Illustrator

To learn more about me please visit my website kelleemartins.herokuapp.com