

Kendra Kwoka

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EDUCATION

University of Texas - Austin // GPA: 3.74

Communication Science and Disorders

B.S. Speech Language Pathology

Aug. 2011- Dec. 2014

University of Texas - Austin / Trilogy Education Services // Current Grade: A

Full Stack Coding Bootcamp

Dec 2019-May 2020

Known Languages/Framework:

HTML, CSS, JAVASCRIPT, JQUERY, BOOTSTRAP, NODE.JS / EPRESS.JS, POPPER.JS, TIPPY.JS, AJAX, MySQL,
SEQUELIZE, MONGODB, APIs, VUE.JS, OOP, NPM, MONGOOSE/MONGODB

PREVIOUS WORK HISTORY

REI, Austin, Texas— Sales Lead

2.5 Years of Experience

Worked with management, Visual Lead, and Sales Leads to maintain workplace standards. Processed purchases and return transactions at the register. Collected payment for goods, made change, and distributed receipts.

Performed unique transactions: special orders, class registration, special ticket sales, store mail-outs.

Identified, researched, resolved customer issues.

Peached Tortilla, Austin, Texas— Asst. Operations Mngr; Warehouse Mngr; Food Truck Mngr; Shift Lead

1.5 Years of Experience

Managed 50-500 customers while supervising a team of 20 people during high- and low-stress events. Assisted Operations Manager in all matters: scheduling issues, inventory management, team member issues/resolutions.

By working concurrently as Shift Lead, Food Truck Manager, Warehouse Manager, and Assistant Operations Manager, my organizational skills, time management skills, and leadership skills significantly strengthened.

Austin Java (Barton Springs), Austin, Texas— Team Lead; Bartender/Server

3 Years of Experience

Supervised team of 5-15 individuals in a slow- to high-paced work environment. Assisted management to resolve customer issues, food and alcohol orders, and scheduling. Helped with management opening/closing duties in addition to floor staff and kitchen opening/closing duties. Supervised/worked special events in a rentable meeting room.

LANGUAGES

English

Conversational American Sign Language