# Kendra Kwoka

936.520.3642    //    https://kkwoka.github.io/KK_Portfolio/

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## EDUCATION

**University of Texas - Austin // GPA: 3.74**

Communication Science and Disorders

Speech Language Pathology

Aug. 2011- Dec. 2014 // Graduated one semester early.

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**Trilogy Education Services / UT Austin - Coding Bootcamp // Current Grade: A**

Dec 2019-May 2020

**Languages/Frameworks Learned:**

HTML, CSS, JAVASCRIPT, JQUERY, BOOTSTRAP, NODE.JS, POPPER.JS, TIPPY.JS, AJAX

## 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.

## SKILLS

PC: Word, PowerPoint

Mac: Pages, Keynote

Google Docs

## LANGUAGES

English, Conversational American Sign Language