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# SUMMARY

To obtain a **Web developer** Position where my acquired skills and expertise will be best utilized and further progressed.

# SKILLS

* HTML, CSS, javascaript / Scratch / JQuery, Bootstrap • Parsing JSON, AJAX, Nodo.js
* Database, SQL, MYSQL, MongoDB • PWAs, React Python, Java, C#
* Amazon Web Services • Zoom, Slack, Github, Heroku

# WORK EXPERIENCE

## Office Manager 2019-Apr. 2021

Yamato Sushi Catering, Inc., New Jersey

* Build a Grocery shopping mall website with payment.

## Operation Coordinator 2017-2019

Aviance Hair Corp., New Jersey

* Processed sales orders, managed item properties, created invoices and managed inflow and outflow of shipments. Resolved all order discrepancies. Organized and maintained office records.
* Supported customers from Central and South America, Mexico, and Canada.
* Analyzed weekly, monthly, and annual sales and warehouse performance. Maintained inventories.
* Prepared, drafted, and negotiated shipment rates with UPS, FedEx, and trucking companies.
* Created and updated work process manuals

## Office Assistant 2014-2016

Bethel Industries Inc., New Jersey

* Maintained machines and parts status data for repairs and scheduled with engineers.

• Recruited new hires and ensured forms/documents. Answered all inquiries for multinational employees. Updated and maintained employee and time attendance system.

• Worked with payroll company: Reconciled overtime, health insurance, deductions, sick days, and other data accurately and created reports. Personnel management pertaining to sick leave, discretionary time, and discrepancies in timecards.

• Supported production department for compliance with ISO 9000 standards.

* Performed all other office duties. Maintained and organized documents and records properly.

## Risk/Chargeback Analyst 2010-2013

United Merchant Service, Inc., New Jersey

* Processed chargeback disputes and analyzed and determined appropriate responses.
* Analyzed risk factors, patterns, and policies to reduce loss. Recorded details of inquiries, complaints, comments, and action taken from all merchants, card holders and bank interactions.

# EDUCATION

Coding – Bootcamp, Columbia University 2021

Bachelor of Science - Computer Science, University of Chile 1999

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