Katrina Moody

RECENT TITLE: HR MANAGER

ACTIVELY SEEKING TRANSITION TO: WEB DEVELOPER

OBJECTIVE

To embark on a lasting career in Web Development where I can utilize my creativity, problem-solving abilities, and passion for technology towards enhancing and advancing the user experience.

EXPERIENCE

FREELANCE WEB DEVELOPER

Fuquay-Varina, NC | May 2024 – present

- Collaborate closely with clients to understand their needs, provide updates, and incorporate changes / feedback into the final product.
- Created responsive and visually appealing website from scratch using HTML, CSS, and JavaScript in Visual Studio Code.
- Ensured compatibility across various browsers and devices.
- Utilized version control systems like Git and GitHub to manage code changes.

HUMAN RESOURCES MANAGER

Comfort Keepers | Cary, NC | Sept 2021 – Nov 2023

- Within my first year in this role, I managed a steady growth of 100 employees to 130 employees to accommodate the expanding businesses hours (grew from 1500 hours to 2200 hours).
- Initiate hiring and onboarding processes.
- Provide coaching and counseling to employees not upholding Comfort Keepers standards.

ACCOUNTING ADMINISTRATOR

Security Force, Inc. | Raleigh, NC | Nov 2020 – Sept 2021

- Process employee payroll weekly.
- Create and send invoices to residential customers.
- Schedule service appointments.
- Utilize SalesForce to enter and track new and existing customers.

HUMAN RESOURCES ADINISTRATIVE ASSISTANT

Weiser Security | Raleigh, NC | Feb 2017 – April 2020

- Process NC PPSB licensing and registrations for all employees.
- Onboard new employees, including background checks and drug tests.
- Establish and maintain personnel records and ensure correct filing thereof.
- Assist the Branch Manager as needed in meetings with clients and employees.

CONTACT

✉ kmfoster212@gmail.com

📞 (919) 628-9435

github.com/kmmoody212

CERTIFICATIONS

CERTIPORT Information Technology Specialist in HTML and CSS

- Administered by Wake Technical Community College
- Passed 8/15/2023

CERTIPORT Information Technology Specialist in JavaScript

- Administered by Wake Technical Community College
- Passed 10/24/2023

SKILLS

HTML/CSS
JavaScript
Responsive web design
Proficient in Git and GitHub
Experience with Visual Studio Code
Testing and debugging
Attention to Detail
Actively studying React and Node.js