

# Austin Melms

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## Education

### **HIGH SCHOOL | MAY 2015 | CASTON JR/SR HIGH**

- Vice President of SADD (Students against destructive decisions)
- Treasurer of the Key Club (Volunteer Club)
- Core 40 Degree

### **SOME COLLEGE | INDIANA WESLEYAN UNIVERSITY**

- Major: Computer Information Systems
- Minor: Graphic Design

## Skills & Abilities

### **MANAGEMENT**

- I trained people in multiple jobs, and was up for a management position at one before I left Indiana Wesleyan. I always lead by example, and often do my best to inspire team mates.

### **SALES**

- I have a lot of sales experience, and my current self-employment entirely relies on my sales ability.

### **COMMUNICATION**

- I have been told over and over that I am a very effective communicator. I always give people my full attention while they speak, and I both listen and hear what they are saying. When speaking I have a very strong voice and confidence in myself.

### **PROGRAMMING SKILLS**

- HTML
- CSS
- JavaScript
- Twitter Bootstrap

## Experience

### **WEB DEVELOPER | SELF EMPLOYED | 05/2016 – CURRENT**

- Find and meet potential clients
- Designed websites in Photoshop
- Coded websites with HTML, CSS, and JS
- Hosted websites for clients

## **Organized student events**

### **STUDENT WORKER | IWU ADMISSIONS | 11/2015 – 11/2016**

- Gave tours to potential students
- Called potential students and their parents
- Worked at the front desk
- Organized student events

### **COOK | JARRETY'S PLACE | 01/2013 – 08/2016**

- Cooked Customer's Food
- Cleaned after closing and during work hours
- Helped train new workers
- Washed dishes
- Made coffee specialty drinks