

# Melody Kirshberg

 [My Portfolio](#)

 [melodykirshberg@gmail.com](mailto:melodykirshberg@gmail.com)

 <https://www.linkedin.com/in/melody-k-b74572194/>

## EXPERIENCE

### **Punto Este Inc, Remote — Property Manager**

August 2017 - PRESENT

- Manage a total of 21 rental properties located in Miami, Florida and Las Vegas, Nevada
- Compose and manage Excel spreadsheets with expense reports and tenants rent
- Monitoring and managing bank accounts and organized incoming/outgoing payments
- Experience with wiring money domestically and internationally
- Manage tenants complaints, screenings, delegating repairs
- English-Spanish translations when communicating
- Organize and kept record of insurances, fees, and contracts with each individual property and kept weekly updates of clients/money/expenses.

### **JCPenny, Chandler, AZ — Home and Online Orders Associate**

January 2014 - May 2014

- Assisted with online and in-store purchases
- Familiar with company website to assist customers
- Worked with a managing system to track online orders and locate them for the customer

## EDUCATION

### **University of Arizona Bootcamp, Chandler, AZ — Full Stack Development Certification**

October 2019 - January 2020

Front-end and Back-end web development in *HTML5, CSS3, JavaScript, jQuery, Node.js, Responsive Design, Heroku, Git, MySQL, React, MongoDB*

### **Chandler Gilbert Community College, Chandler, AZ — Associates in Arts**

July 2017 - May 2019

*President's Honor List | Fall 2017*

## SKILLS

**Fluent Languages:** English, Spanish

**Web Technologies:** HTML5, CSS3, SASS, JavaScript, C++, jQuery, Node.js, Bootstrap, Materialize, MySQL, Express

**Design:** Adobe Photoshop, Adobe Illustrator, Adobe XD, Figma

## PROJECTS

**BeeChin** - A Reddit/4Chan clone app built with JavaScript, Node.js, Sequelize/MySQL, Express, Handlebars, and Adobe Photoshop for custom icons.

**Netflix Actor Search** - Searches Actors on Netflix built with JavaScript, UNOGS, WhatIsMyMovie, HTML5, CSS3.

**Burger App** - A burger logger built with MySQL, Node, Express, Handlebars, Sequelized and Adobe Photoshop for custom icons.

## REFERENCES

### **Andrew Kirshberg CEO**

Punto Este Incorporated  
2487 S Gilbert Rd. STE 106 - 258  
Gilbert, Arizona 85295  
(480) - 227 - 8157

**Hamilton High School/Chandler Online Academy,  
Chandler, AZ — *High School Diploma***

August 2010 - May 2014

*Was one of the first students in COA program and featured in the [East Valley Tribune](#)*