Meredith Parks

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EDUCATION

Bachelor of Arts in English and Chinese Southwestern University, Georgetown, Texas
Full-Stack Web Developer University of Texas Coding Bootcamp, Austin, Texas

WORK EXPERIENCE

Account Manager   Aug 2019- Present

Gusto   Denver, CO

- Onboarded and educated customers about Gusto's payroll platform
- Managed customer orders and information in Salesforce
- Worked cross functionally with our Risk Operations and Sales Teams to ensure customers were a good fit for Gusto's payroll product
- Developed a training program for new hires on our team to get them fully ramped for our spike season

Data Migration Specialist   Aug 2018- Aug 2019

Gusto   Denver, CO

- Worked cross functionally with our product engineering team to build out a custom document feature for customers
- Developed macros in Microsoft Excel for my team to manipulate other payroll provider reports
- Manipulated customers previous payroll data in excel to efficiently enter into Gusto's internal system
- Analyzed customers historical payrolls on previous payroll providers (ex. Workday, Paychex, Quickbooks, ADP, Surepayroll) to ensure state and federal tax compliance

Sales and Marketing Intern   May 2017 – Aug 2017

Kinetic Technologies   San Jose, CA

- Maintaining and organizing presentation material, data sheets, cross reference lists, and current price list
- Established and updated the CRM database- used Salesforce.com
- Attended and participated in several customer meetings throughout Silicon Valley, at companies such as Plantronics, FitBit, GoPro, Google, Polycom and Amazon
- Created marketing collateral and content for sales engineers to share with customers
- Completed a market analysis of our competitors parts and which products they were designed in

STEM Crew Leader   Aug 2014-May 2018

Girl Start (Non-profit)   Austin, Texas

- Worked in a Non-profit environment mentoring and leading 4th and 5th grade girls in STEM-related projects at elementary schools in the greater Austin area
- Lead and trained a team of 10 new STEM Crew members
- Introduced young girls to STEM careers and influential women within STEM career fields
- Created an accepting and positive environment for young girls to express their ideas and ask questions in a classroom setting

GENERAL SKILLS

Account management, Customer support, Salesforce, GSuite+, Microsoft Excel, Microsoft Outlook

CODING SKILLS

HTML5, CSS, JavaScript, Node.js, jQuery, AJAX, JSON, Firebase, MySQL, Bootstrap, React.js, MongoDB, PHP, and Heroku