

Michele Gao

Full-stack Software Developer

Greater New York Area

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SUMMARY

Experience in hospitality, software, and administrative services, management, professionally versed in all aspects of running and maintaining fine dining services, including opening and closing procedures, time-management and training.

EDUCATION

General Assembly- Full Stack Software Engineering

May 2021 - August 2021

College of Staten Island, Staten Island- Associates

August 2006 - August 2019

EXPERIENCE

305 West End, New York - Hospitality liaison

January 2018- June 2020

Responsible for the resident's meals - room services and dining rooms.

Maintained dining room appearance, and helped train new employees.

Compass Rose Services, New York - Receptionist

April 2010 - February 2017

Provided excellent customer service using effective interpersonal and problem solving skills.

Handled all clientele service complaints, inquiries, and assuring customers were satisfied.

Ordered, received, stocked, filed, and managed the daily policy filed.

Bookkeeping, bank reconciliations, balanced check books, and wrote out checks for refunds, and office supplies.

SKILLS (Software)

HTML, CSS, JavaScript, Python, Node, Express, Mongoose, Git, Github.

Software Projects

Github projects : <https://github.com/micheleGao>

My portfolio : <https://app.netlify.com/sites/michelegaoportfolio/overview>