

Melissa Nelson

Professional Summary

Highly motivated Web Developer offering enthusiasm and understanding of various programming languages. Passionate about seeing creative ideas come to life through code. Looking to join an organization that offers opportunities to leverage my web development skills, while providing a work environment promoting personal ideas and professional growth.

Work History

Pace Analytical Services LLC – Support Coordinator III

Minneapolis, MN

06/2018 – Current

- Managed administrative logistics of events planning, including fee collection, event booking, and event promotions.
- Selected and ordered event materials and swag items.
- Provided general support to a variety of departments, including sales, marketing, QA, and regulatory

Nelson Auto Center – Administrative Assistant/Commercial & Fleet Sales Consultant

Fergus Falls, MN

09/2015 – 05/2018

- Provided repeat customers with exceptional care and attention.
- Produced contracts, quotes, and proposals for clients.
- Asked appropriate open-ended questions to discover client's needs and product requirements.
- Handled multiple projects simultaneously and displayed a solid reputation for meeting project time lines.

Chahinkapa Zoo – Zookeeper/Animal Trainer

Wahpeton, ND

04/2013 – 04/2015

- Indirectly managed a team of 5+ individuals as “keeper in charge”.
- Responsible for assisting with the on boarding of 5+ individuals.
- Partnered with the lead keeper to establish weekly objectives and complete all projects on time.

Languages/Technical Skills

HTML5, CSS, Bootstrap, Materialize, JavaScript, jQuery, Node.js, Express.js, MySQL, Handlebars, Firebase, Git, GitHub, GitLab

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Websites

- <https://mnelson13.github.io/Bootstrap-Portfolio/>
- <https://github.com/mnelson13>
- <https://www.linkedin.com/in/melissa-nelson-855500ba/>

General Skills

- Full-Stack Web Development
- Excellent organizational skills
- Extreme attention to detail
- Fast learner
- Highly dependable

Education

2018

University of Minnesota – Twin Cities

St. Paul, MN

Coding Bootcamp, Full-Stack Web Development

2013

North Dakota State University

Fargo, ND

Bachelor of Science: Zoology

Graduated Summa cum Laude