Melissa Nelson

Professional Summary

Self-motivated web developer offering enthusiasm and understanding of various programming languages. Looking to join an organization where the opportunity for growth and personal development is encouraged.

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 training and on boarding of 5+ individuals.
- Partnered with the lead keeper to establish weekly objectives and complete all projects on time.

Languages/Technical Skills

HTML, CSS, Bootstrap, JavaScript, jQuery, Git, GitHub, GitLab

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

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