

NATHANAEL E. DENYS

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KNOWLEDGE & SKILLS

HTML5	Bootstrap/Flexbox	AJAX	MongoDB
ES6	UI/UX Design	jQuery	Express
React/Redux	JavaScript	Axios	Git/Github
CSS3	JSON/API's	Node	

EXPERIENCE

Zanette Aviation Insurance Services, Inc.

San Carlos, CA

Administrative Assistant

October 2015 – Present

- Handling all inbound phone calls, directing, answering questions, and completing tasks
- Writing all pleasure & business renewal letters and invoices from client information sheets
- Producing all outbound pleasure & business insurance policies reconciling information
- Tending to new business by updating, collecting, and creating quotes to prospective clients
- Opening, sorting, and distributing incoming phone and email correspondence
- Organizing, matching, and inputting all pleasure & business renewal quotes and declinations
- Verifying all policies and applications are accounted for, following up when needed
- Reconciling insureds portfolios for brokers, each month
- Maintaining utmost discretion when dealing with sensitive client information

TRADER JOE'S

Hillsdale, CA

Wine Section Lead

November 2010 – June 2017

- Developed an unprecedented teamwork ethic, quick adaptability, and high level of efficiency
- Narrowed my strong attention to detail through product rotation, closing and opening sections, breaking down large pallets, checking manifests, and staging products in the appropriate locations
- Kept an open and friendly environment with customers while on register and on the sales floor, identifying when customers needed help, and providing assistance proactively
- Clearly communicating with managers, crew members, and customers
- Opening the wine section, memorizing different wines by region and type
- Being a creative source in the development of end caps for all the alcohol section
- Holding wine tastings for crew members and using the knowledge gained to sell wine on the sales floor

EDUCATION

CODIFY ACADEMY

San Francisco, CA

Front-End Web Development / Web Application Engineering, 2017

UDEMY / CODECADEMY

Online

HTML / CSS / JS / React / Node Certifications, 2017

UNIVERSITY OF CALIFORNIA, IRVINE

Irvine, CA

Bachelor of Science in Business Economics, 2015

- Macro/Micro Economics, Econometrics, Statistics, Calculus

REFERENCES

- Available Upon Request