

# NATHANAEL E. DENYS

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*Aviation Specialist with 2 years of office experience preparing documents, being a companies first line of contact, and maintaining confidentiality. Possesses a B.S. in Business Economics with expertise in Microsoft Office and various Web Development Technologies. Looking to leverage my knowledge and experience into a Web Developer Role.*

## KNOWLEDGE & SKILLS

HTML	CSS	Vanilla JavaScript	MongoDB
HTML5	CSS3	jQuery	React/Redux
ES6	Bootstrap	AJAX	Express
UI/UX	JSON/API's	Node	Git/Github

## PROFESSIONAL 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

### CODECADEMY

Online

HTML/CSS Certification, July 2017

### UNIVERSITY OF CALIFORNIA, IRVINE

Irvine, CA

Bachelor of Science in Business Economics, 2015

- Macro/Micro Economics, Econometrics, Statistics, Calculus

## REFERENCES

- Available Upon Request