

NATHANAEL E. DENYS

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Aviation Administrative Assistant with 2 years of experience preparing company documents, being the first line of contact, and maintaining confidentiality. Possesses a B.S. in Business Economics and expertise in various web technologies. Looking to leverage my knowledge and experience into a Web Developer Role.

PROFESSIONAL EXPERIENCE

Zanette Aviation Insurance Services, Inc.

San Carlos, CA

Administrative Assistant

October 2015 – Present

- Handling all inbound phone calls, directing clients to the proper associates, answering questions, and completing requests
- Writing all pleasure & business renewal letters and invoices from client information sheets
- Producing all outbound pleasure & business insurance policies and letters, reconciling correct information
- Tending to new business by updating, collecting, and creating quotes for prospective clients
- Opening, sorting, and distributing incoming phone and email correspondence
- Organizing, matching, and inputting pleasure & business renewal quotes and declinations
- Keeping a policy/application calendar up to date, following up on late applications from insureds or on policies from insurance companies, and sending them to the appropriate destination
- Reconciling insureds portfolios for the brokers, each month
- Maintaining utmost discretion when dealing with sensitive client information and topics

TRADER JOE'S

Hillsdale, CA

Wine Section Lead

November 2010 – June 2017

- Developed an unprecedented teamwork ethic, quick adaptability, and high efficiency attribute from transferring to multiple stores in California
- Narrowed my strong attention to detail through product rotation, closing and opening different 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 and providing customers with assistance
- Clearly communicating with managers, crew members, and customers, finishing tasks early to move to new projects
- Opening the wine section, memorizing different wines by region and type
- Being a creative assistant 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, July-December 2017

CODECADEMY

Online

Freelance Website Development Certification, August 2017

UNIVERSITY OF CALIFORNIA, IRVINE

Irvine, CA

Bachelor of Science in Business Economics, June 2015

- Completed All Upper Division requirements within a 1.5-year period.

ADDITIONAL SKILLS

- Expert in Microsoft Office, especially Word and Excel processing
- Web and tech savvy, require little to no training, 65 WPM, familiar with JS, HTML, CSS, Python
- CRM knowledge, Communicator, Adaptable, Punctual, Independent, Fast Paced
- Continuing Certifications: HTML/CSS, EHAC, Salesforce - Trailhead (Explorer)

REFERENCES

- Available Upon Request